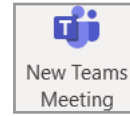


## Book a Teams Meeting (using a shared calendar or to “book on behalf of” someone else)

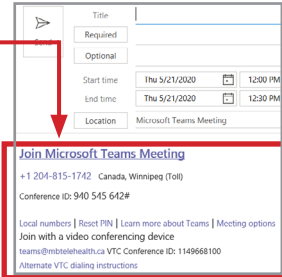
- 1 Open your own Outlook calendar (not the shared one) and click **New Teams Meeting**.



- 2 The body of the invite will be pre-populated with the unique **Join Microsoft Teams Meeting** link and meeting information.



Do not copy previous meeting information because each meeting uses a unique link.



- 3 Right click and **Copy** the entire body of the email (you'll **Paste** the info in step 4).

- 4 On the shared calendar, click **New Meeting** then right click and **Paste** the information into the body of the invite.

- 5 Fill in the rest of the invite, insert any attachments and click **Send**.

- 6 Close the window on your own calendar, you only needed this to create the meeting link.



Refer to the Quick Reference Guide for full steps and privacy information.