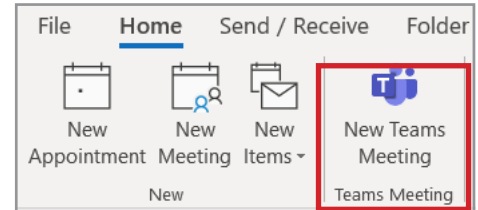


Our website includes various other Teams Quick Reference Guides such as Host a Meeting, Attend a Meeting, Chats and Video calls as well as how to use Teams for Virtual Visits. [Click here](#) to view our training material.

Create a Meeting

- 1 Open your Outlook calendar and click **New Teams Meeting**.

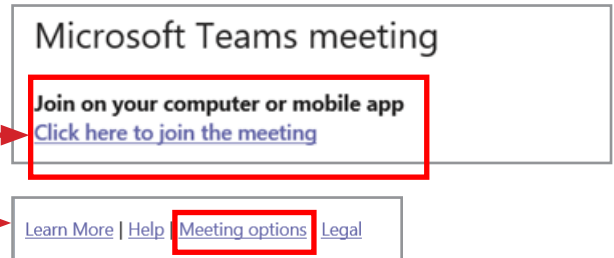
(If you have recently installed Microsoft Teams and you do not see this icon, you may have to restart your computer.)



! Teams meetings can only be created using a managed workstation. You cannot create the meeting using Outlook Web Access (OWA), Teams client or mobile devices.

- 2 The appointment window will open where you can add in your attendees, subject, etc. The “unique” **Click here to join the meeting** link is pre-populated in the body of the invite.

- 3 You can select meeting options such as who can bypass the lobby or present by clicking **Meeting Options** in the body of the email invite (found under the Shared Health logo).



! Guests without a Teams account will click on the link in their invite to join the meeting.

Audio Options for Attendees

If you will have attendees calling into the meeting from a phone you will need to set up the online meeting as shown below.

A You have the Teams Audio Conferencing feature:

- Set up your Teams meeting as shown above; the audio information will be pre-populated in the invite.

B You do not have the Teams Audio Conferencing feature but your administrative assistant does:

- Administrative assistant will need to create the Teams meeting for you so that the audio information will appear in the meeting invite.

C If option A or B does not apply, you will need to use InterCall:

- Follow your normal procedures to book the conference line and insert the audio information into your Teams online meeting calendar invite.

Conference Calls - Audio only

If you have a Teams account that includes the Audio-Conferencing feature, you can use the conference line on its own. You will be prompted to enter your leader PIN to start the conference.

⚠ If you do not enter your leader PIN the meeting will not begin, and all attendees will be stuck in the lobby.

Cancel a Meeting

To cancel a meeting, open the meeting and click **Cancel Meeting**  from the Outlook ribbon, and click **Send Cancellation**.