

# Creating Microsoft Teams Meetings



There are multiple ways to create Microsoft Teams meetings, you can use Microsoft Outlook (either on the web or the desktop client), the Microsoft Teams App on your computer, or the Teams app in the Microsoft 365 portal. Below you will find instructions for all three of these options.

## Creating Meetings in Outlook

1. **Open Outlook** (desktop or web)
  - a. Outlook web can be accessed through the Microsoft 365 portal at [go.hlpusd.org](https://go.hlpusd.org)
2. Go to the **Calendar** view.
3. Click on **New Event** or **New Meeting**.
4. **Turn on the Teams meeting toggle** to add Teams meeting details.

The screenshot shows the 'New Teams Meeting' form in Outlook. The title is 'New Teams Meeting'. There is a toggle switch for 'Teams meeting' which is turned on and highlighted with a red box. Below the title, there is a section for 'Invite attendees' with an 'Optional' label. The date is set to 4/14/2025, and the time is 3:00 PM to 3:30 PM. There are options for 'Make recurring' and 'All day'. There is also a search field for 'Search for a room or location' and an 'In-person event' toggle which is turned off.

5. Fill in the meeting details:
  - **Title:** Enter a descriptive title for your meeting.
  - **Attendees:** Add the email addresses of the participants.
  - **Date and Time:** Set the start and end time.
  - **Details:** Add any additional information or agenda.
6. Click **Send** to schedule the meeting. The meeting details will include a link to join the Teams meeting.

## Creating Meetings in the Teams App

1. **Open the Microsoft Teams app** on your device.
2. Navigate to the **Calendar** tab on the left sidebar.
3. Click on **New Meeting** at the top right.
4. Fill in the meeting details:
  - **Title:** Enter a descriptive title for your meeting.
  - **Attendees:** Add the email addresses of the participants.
  - **Date and Time:** Set the start and end time.
  - **Details:** Add any additional information or agenda.
5. Click **Send** to schedule the meeting. The meeting will now appear in your calendar and the attendees will receive an invite.

## Creating Meetings in the Web

1. **Open Microsoft Teams** in your web browser.
  - a. Teams web can be accessed through the Microsoft 365 portal at [go.hlpusd.org](https://go.hlpusd.org)
2. **Sign in** with your HLPUSD account.
3. Navigate to the **Calendar tab** on the left sidebar.
4. Click on **New Meeting** at the top right.
5. Fill in the meeting details:
  - **Title:** Enter a descriptive title for your meeting.
  - **Attendees:** Add the email addresses of the participants.
  - **Date and Time:** Set the start and end time.
  - **Details:** Add any additional information or agenda.
6. Click **Save** to schedule the meeting. The meeting will now appear in your calendar and the attendees will receive an invite.