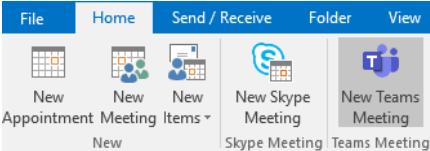
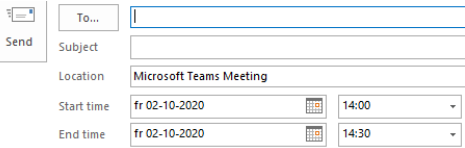
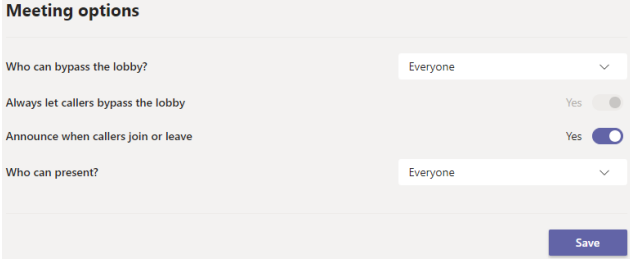




Create a MS Teams meeting in Outlook

Process	Description	Activity
Create 'New Teams Meeting'	In the Outlook tab 'Home' under calendar, click 'New Teams Meeting'	
Date, time, and subject	Enter the date and time of the meeting/exam.	
	Invite participants (internal and external) who will attend the meeting	
Manage meeting options	Click the Meeting options link, and it will open in your browser. Following settings can be changed: <ul style="list-style-type: none">- Who can bypass the lobby?- Always let callers bypass the lobby- Announce when callers join or leave- Who can present? <i>Only you can manage the meeting options.</i>	<p>Join Microsoft Teams Meeting</p> <p>Learn more about Teams Meeting options</p> <p>Join with a video conferencing device</p> <p>teams@v.aau.dk VTC Conference ID: 1283474852</p> 
Send the meeting request	Press the 'Send' button.	