



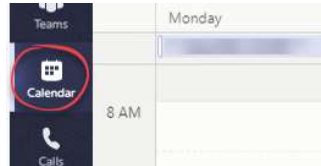
# Meetings - Creating

## How do I create an online meeting?

### Method 1:

This method is only available if your mailbox has been migrated to the Microsoft servers. If you do not see the 'Calendar' tab, use Outlook to create your meeting.

1. Click the 'Calendar' tab.

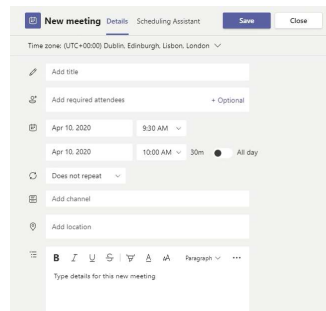


2. Click the 'New Meeting' button or click in a one hour slot (you can change the time in the meeting window).

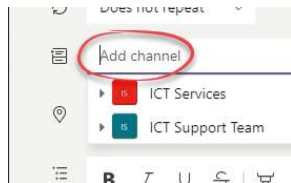


3. Complete the details of the meeting as necessary.

- Invite INTERNAL attendees by typing their name and selecting it from the list.
- Invite EXTERNAL attendees by entering their email address.



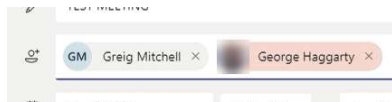
- Use the 'Add Channel Button' to invite a full 'team'.



4. Use the 'Scheduling Assistant' to check if the attendees are free at the required time.



- You should note that only Key/Lifestyles calendars will be available for checking.
- If you create a meeting and add a 'Team' the calendars will not show.
- If an individual has another appointment in their diary at the time of the meeting, their name will show in red.



5. Click 'Save'.

If the attendees are using a compatible email client (eg Outlook) they will be emailed and an appointment will be put in their diaries. The email will contain a link to the meeting which can be used to join the meeting as a guest.

### Method 2:

If you have chatted to the person/people you wish can create a meeting from this chat. This will auto-populate the 'Attendees' section of the meeting (more users can be added).

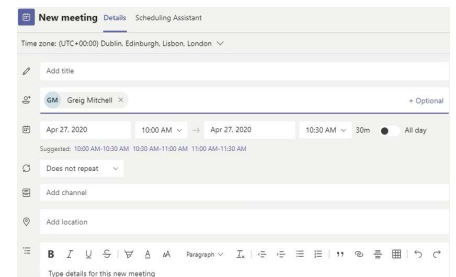
1. In the list of previous 'chats' click on the one containing the user(s) you want to invite to the meeting.



2. In the bar along the bottom of the window, click the 'Schedule a Meeting' button.



3. Complete the details of the meeting in the 'New Meeting' box as required.
4. Click the 'Send' button.

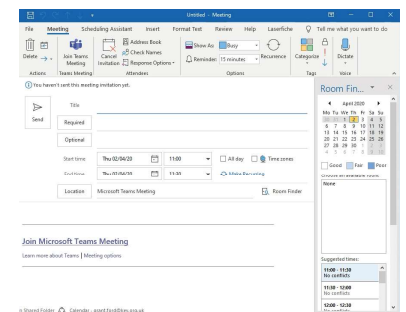


## How do I create a 'Teams' meeting using Outlook?

1. Open your calendar in 'Outlook'.
2. Click the 'New Teams Meeting' button.



3. Complete the meeting request and send as normal. For more information see the 'Outlook - Calendar' help guide.



The 'Notes' section includes a link to the 'Teams' meeting. Do not change or delete, this section.

[Join Microsoft Teams Meeting](#)

Learn more about Teams | Meeting options

The attendees will need this to join the meeting.



**For help and assistance,  
call the ICT Helpdesk  
0141-342 1570**

Available during office hours. For critical support  
at other times refer to the out-of-hours phone list.

**Part of the 'How do I...' series of helpsheets. For more, visit [ictsupport.key.org.uk](https://ictsupport.key.org.uk)**