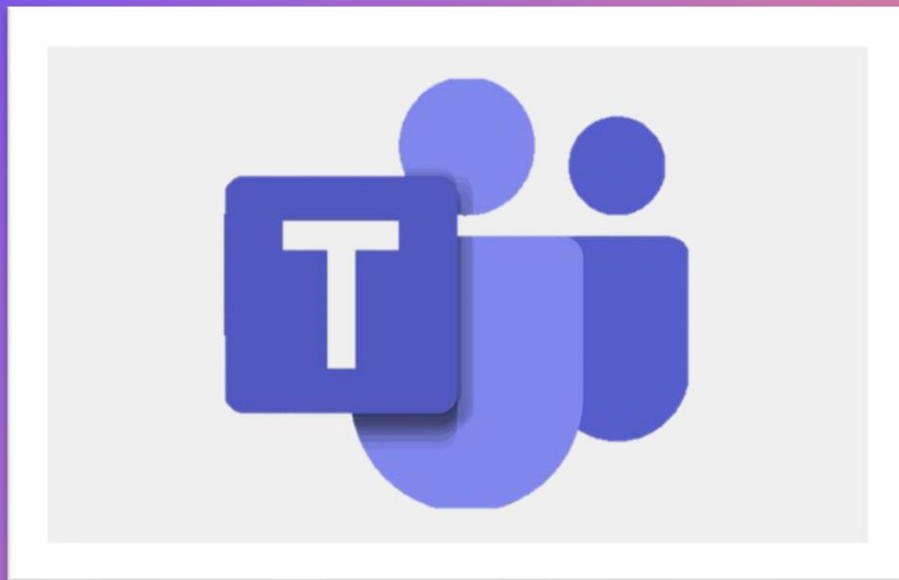# HOW TO:

MICROSOFT TEAMS SCHEDULING ASSISTANT

Click here to watch a video detailing this process.

JACK COOPER

Click here to watch a video detailing this process.
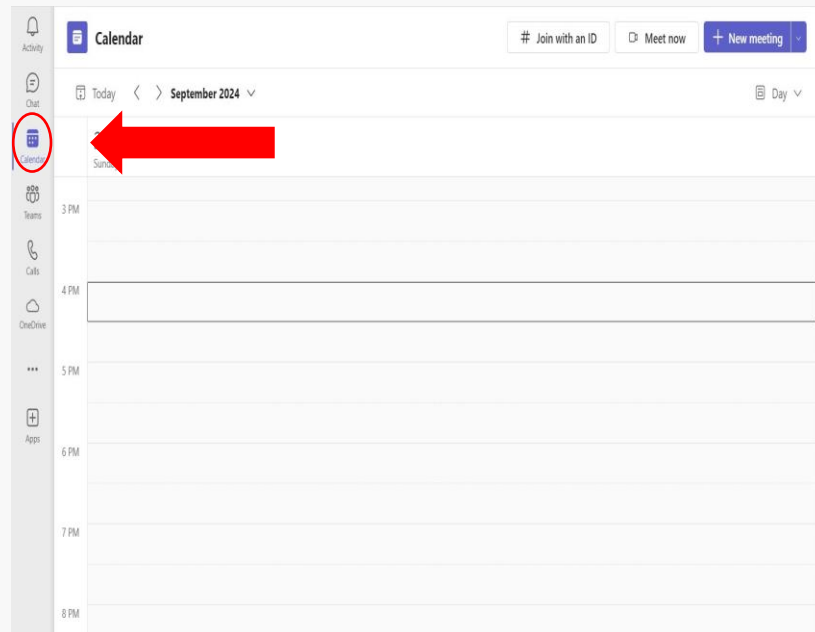
STEP 1:
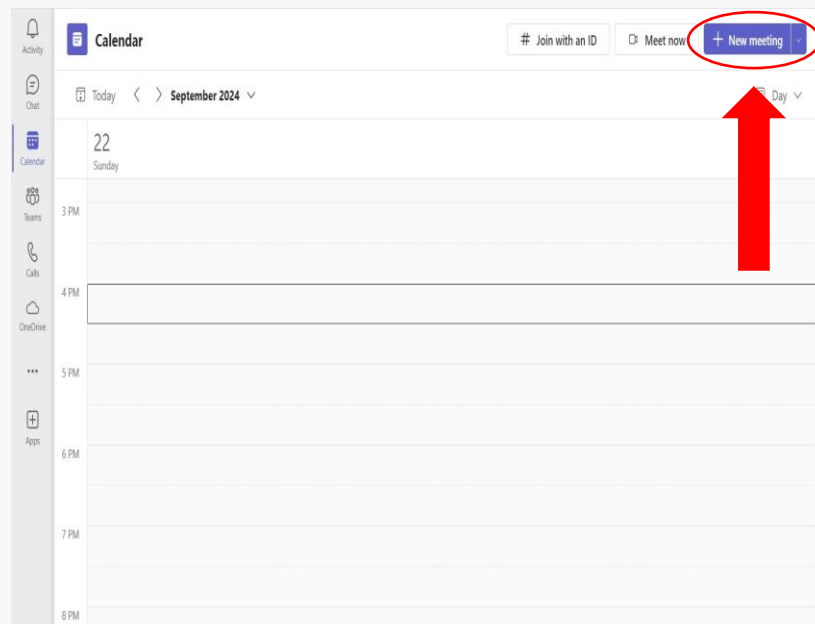Open the Teams App on a Desktop or Laptop.

STEP 2:
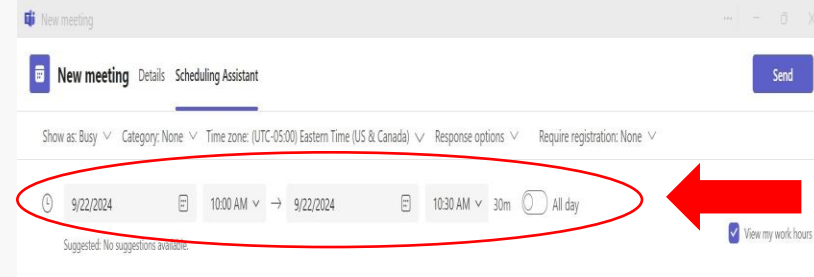Click the "Calendar" icon on the left panel.

STEP 3:
Click the "New Meeting" button in the top right corner.

STEP 4:
Enter the meeting information (e.g., title and required attendees).

STEP 5:
Click "Scheduling Assistant" next to "Details" on the top bar.

You should now see the required attendee's availability.

STEP 6:
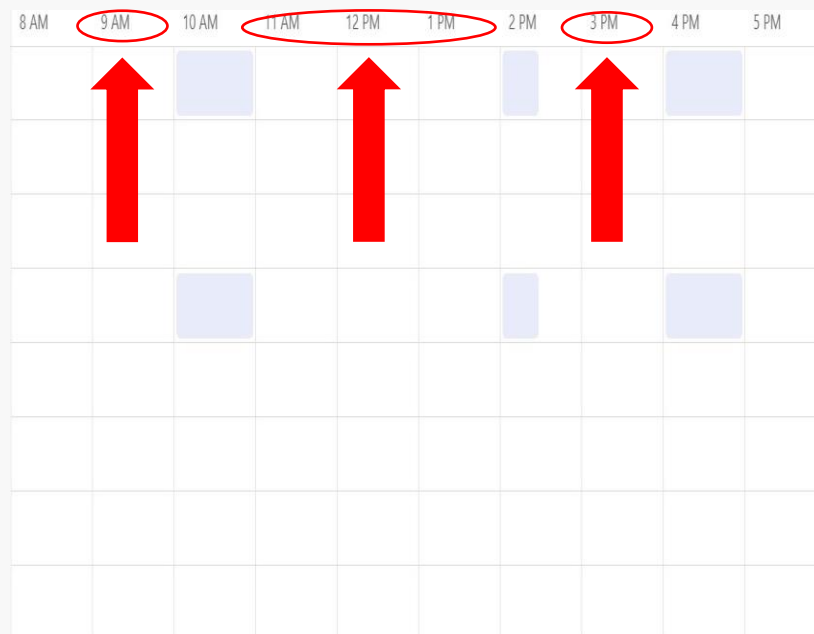Input the intended day, time, and duration of the meeting

STEP 7:
If the required attendee is unavailable, a time block will reflect this. Therefore, you will need to adjust the day and/or time.

STEP 8:
When the required attendee is available, there will be a blank opening. Click your desired available time.

STEP 9:
Once a time is selected, click "Send" to invite the required attendee.