HOW TO:

SCHEDULING TEAMS MEETINGS ON MOBILE DEVICES



Click here to watch a video detailing this process.



Click<u>here</u> to watch a video detailing this process.

<u>STEP 1:</u> Download the Teams app from your device's app store.

<u>STEP 2:</u> Once Teams is downloaded, open the app on your device.

<u>STEP 3</u>:

Sign in to Teams using your company email address and password.





<u>STEP 4:</u> Once signed in, Click "Calendar" on the bottom bar.

<u>STEP 5:</u> Click the "+" button in the bottom right corner.

You should now see the "New event" screen.



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Sep 27 Today						
12:00 F 1hr	РМ	Micro	soft Te	ams M	eeting	
2:30 PI 30min	м	Micro	soft Te	eams M	eeting	
Sep 28 Tomorrow						
No meetings						
Sep	29 S	unday				+
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لي) Activity	(=) Chat	Team	s Cal	endar	Calls	More



<u>STEP 6:</u> Enter the meeting information (e.g., title, participant, start and end time).

<u>STEP 7:</u>

If the participant is unavailable, "Busy" will appear under their name. Below the start and end times, Teams will suggest an available time(s).

<u>STEP 8</u>:

Once a suggested time is selected, it will say "Free" under their name. Finally, click "Done" to schedule the meeting.





