

HOW TO: SCHEDULING TEAMS MEETINGS ON MOBILE DEVICES



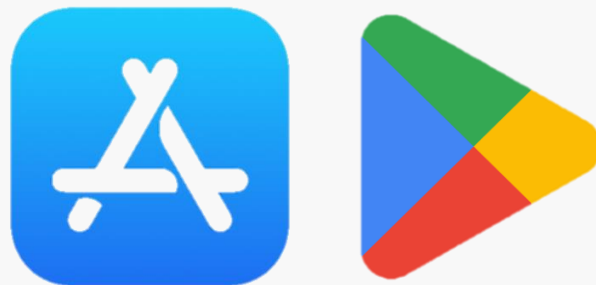
Click [here](#) to watch a video detailing this process.



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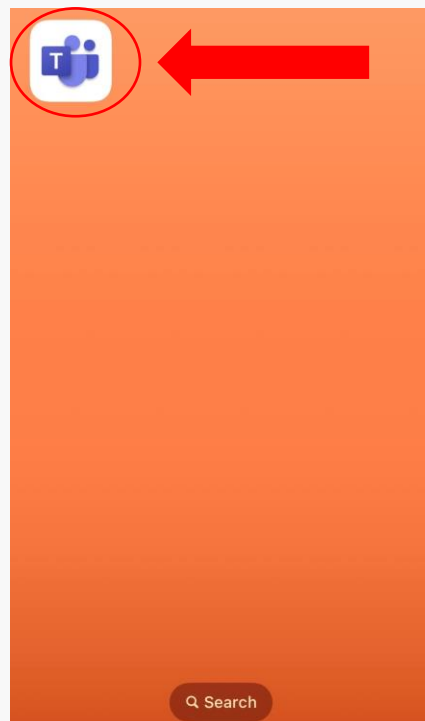
STEP 1:

Download the Teams app from your device's app store.



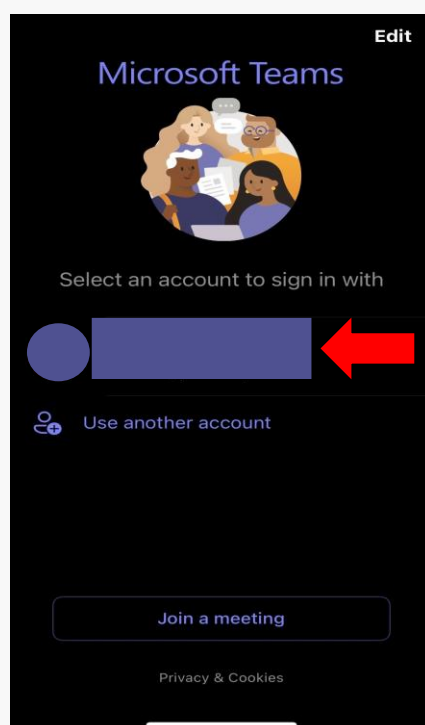
STEP 2:

Once Teams is downloaded, open the app on your device.



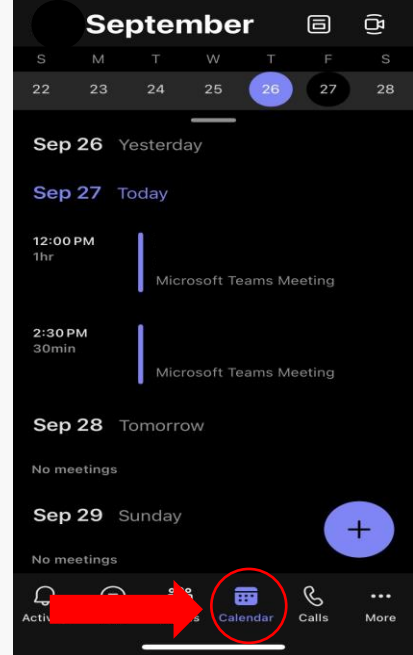
STEP 3:

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



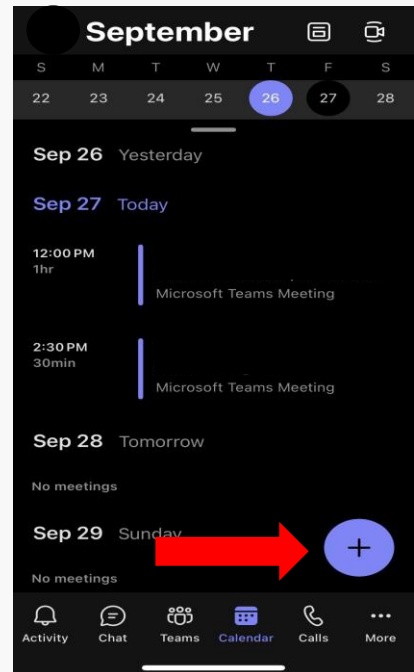
STEP 4:

Once signed in, Click “Calendar” on the bottom bar.

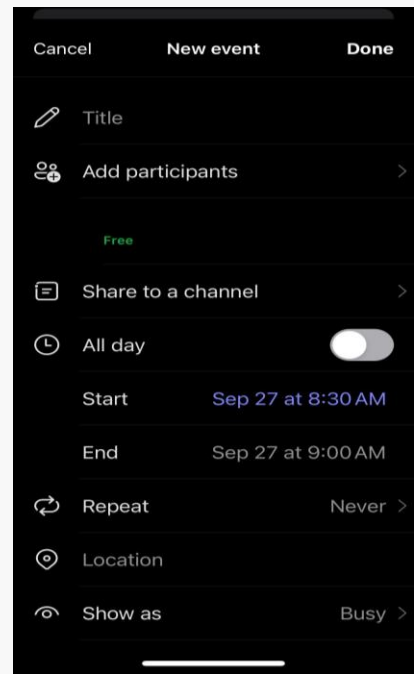


STEP 5:

Click the “+” button in the bottom right corner.

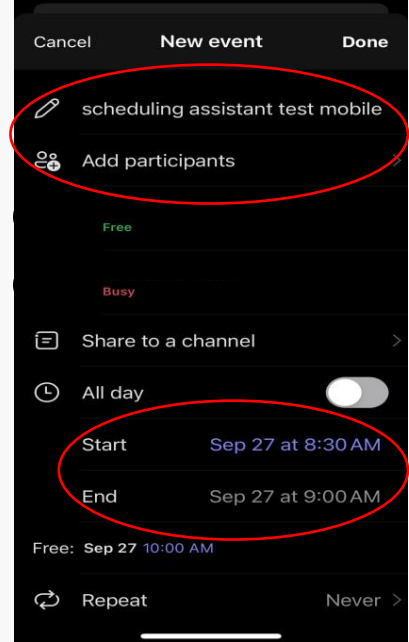


You should now see the “New event” screen.



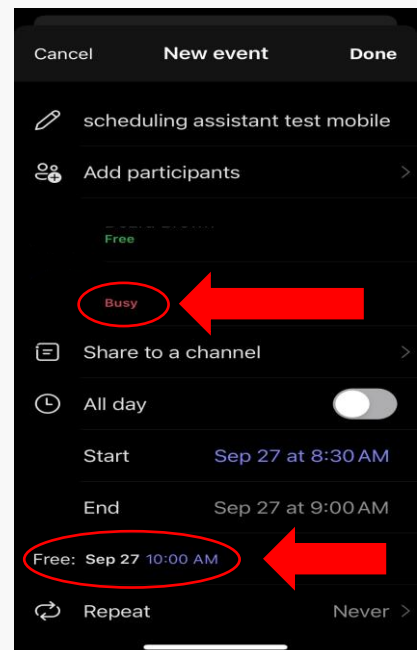
STEP 6:

Enter the meeting information (e.g., title, participant, start and end time).



STEP 7:

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



STEP 8:

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

