



Scheduling and Joining Online Meetings with Outlook

Quick Guide

Contents

Overview	2
Using Microsoft Outlook Online with Office 365.....	2
Accessing Outlook via Office 365.....	2
Scheduling a Meeting.....	2
Joining a Scheduled Meeting	3
Using Microsoft Outlook Desktop App	3
Scheduling a Meeting.....	3
Joining a Scheduled Meeting	4

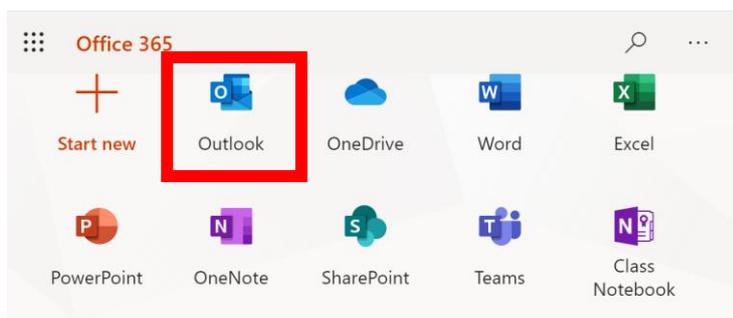
Overview

This guide outlines how to schedule and join an online meeting with Microsoft Outlook via Office 365 and on your desktop.

Using Microsoft Outlook Online with Office 365

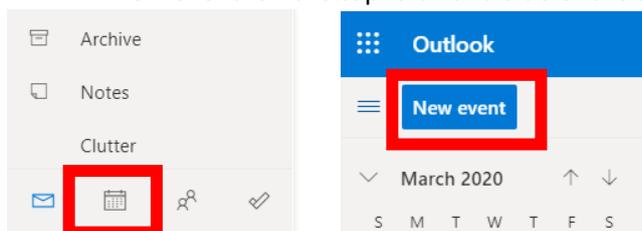
Accessing Outlook via Office 365

1. Open office.tcd.ie in a web browser
2. Log into your Office 365 account with your Trinity email address and password.
3. Click on the Outlook app

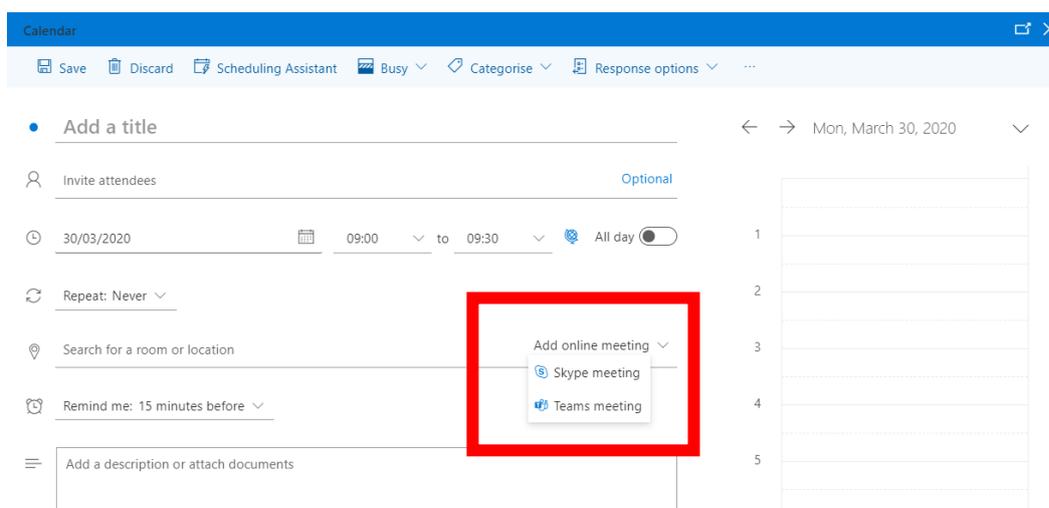


Scheduling a Meeting

1. In Outlook, click on the 'Calendar' icon on the bottom left-hand side of the screen. Then click 'New event' on the top left-hand side of the screen.



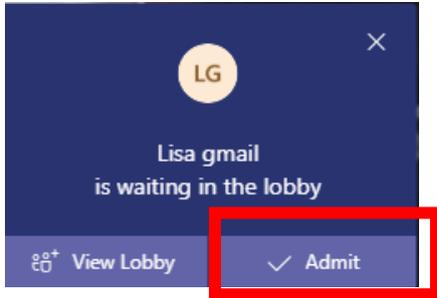
2. A new calendar entry window will appear. Fill in your details, invite attendees, click 'Add online meeting' and select 'Teams meeting'.



3. Click 'Send' on the top left of the window. Your meeting invite has now been sent to all attendees.

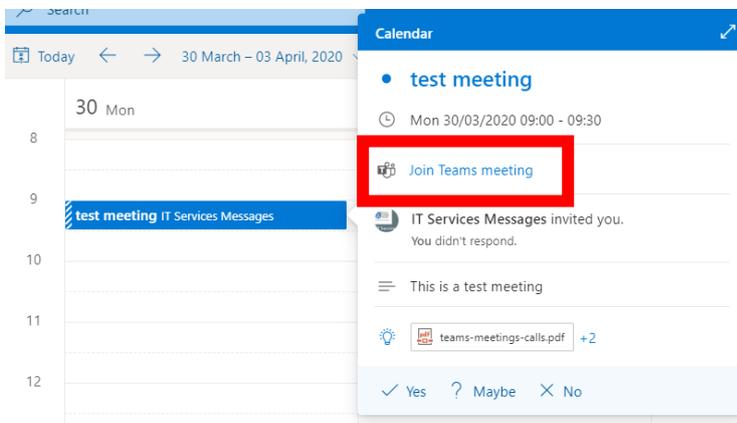


4. Please note that if you have invited attendees external to the University, they can join the meeting either via Teams (if they have a Teams account) or via the web browser. If they are joining via the web browser, you have to admit them into the meeting as guests after you have joined the meeting yourself by clicking 'Admit'.



Joining a scheduled meeting

1. Click on the relevant calendar entry in Outlook and select 'Join Teams meeting'.



2. A new window will open in your browser. Click 'Open Microsoft Teams' and then click 'Join now' in the Teams app.



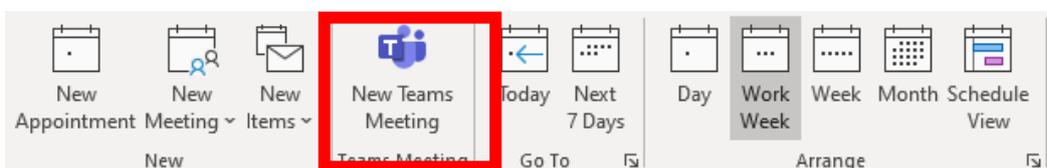
Using Microsoft Outlook Desktop App

Scheduling a Meeting

1. Open your Outlook desktop app and select your calendar on the bottom left of the Window.



2. Click on 'New Teams Meeting'





3. A window with a link to the online meeting ('Join Microsoft Teams Meeting') will appear. Fill in your details, invite attendees and click 'Send'. Your meeting invite has now been sent to all attendees.

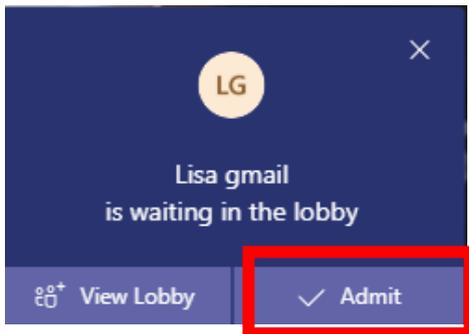
The screenshot shows the Microsoft Teams meeting creation interface. A red box highlights the 'Send' button. The form includes fields for Title, Required/Optional attendees, Start time (Fri 27/03/2020, 12:00), End time (Fri 27/03/2020, 12:30), and Location (Microsoft Teams Meeting). There are also checkboxes for 'All day' and 'Time zones', and a 'Make Recurring' link.

[Join Microsoft Teams Meeting](#)

[Learn more about Teams](#) | [Meeting options](#)

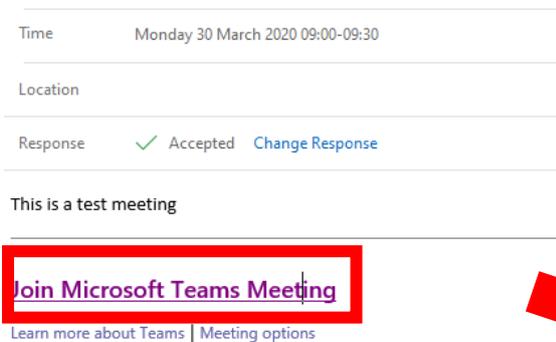


4. Please note that if you have invited attendees external to the University, they can join the meeting either via Teams (if they have a Teams account) or via the web browser. If they are joining via the web browser, you have to admit them to the meeting as guests after you have joined the meeting yourself by clicking 'Admit'.



Joining a Scheduled Meeting

1. Open the relevant calendar entry and click on the link 'Join Microsoft Teams Meeting', then click 'Join now' in the Teams app.



[Learn more about Teams](#) | [Meeting options](#)

