

Create Teams Meeting

On Smartphone



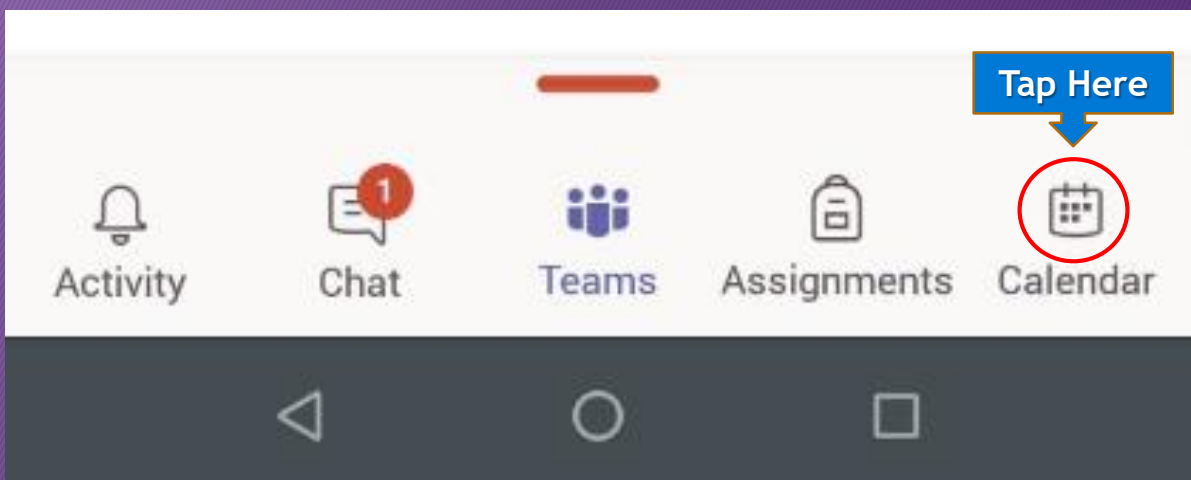
Create **teams Meeting** on
Smartphone with
3 Simple Steps

How to Start ?

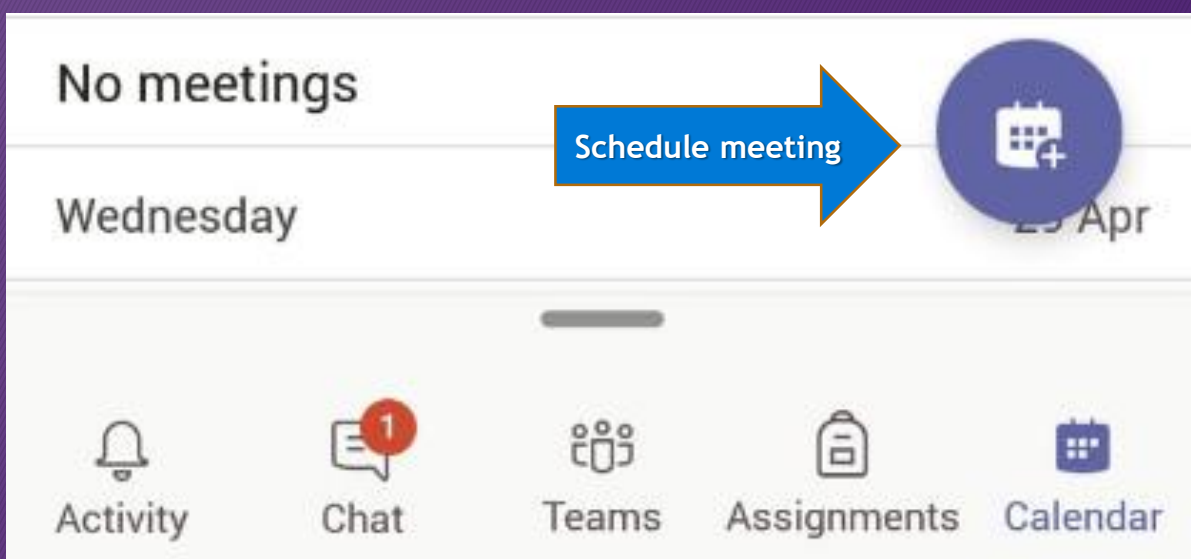
STEP

1

- Open **Microsoft Teams** App on smartphone
Tap on **Calendar** (Right Bottom)



- On next Screen Tap on **Schedule Meeting** icon



Create Meeting

STEP
2

45 B/s 80% 2:10 PM

✕ New event 5 ✓

1 Title Meeting Subject

2 Add participants Add member

Share to a channel

All day

3 Thu 23 Apr, 2020 2:30 PM
Thu 23 Apr, 2020 3:00 PM

Location

Repeat Never

Show as Busy

4 Description About meeting

Fill all details about meeting and **Tap here** to create meeting

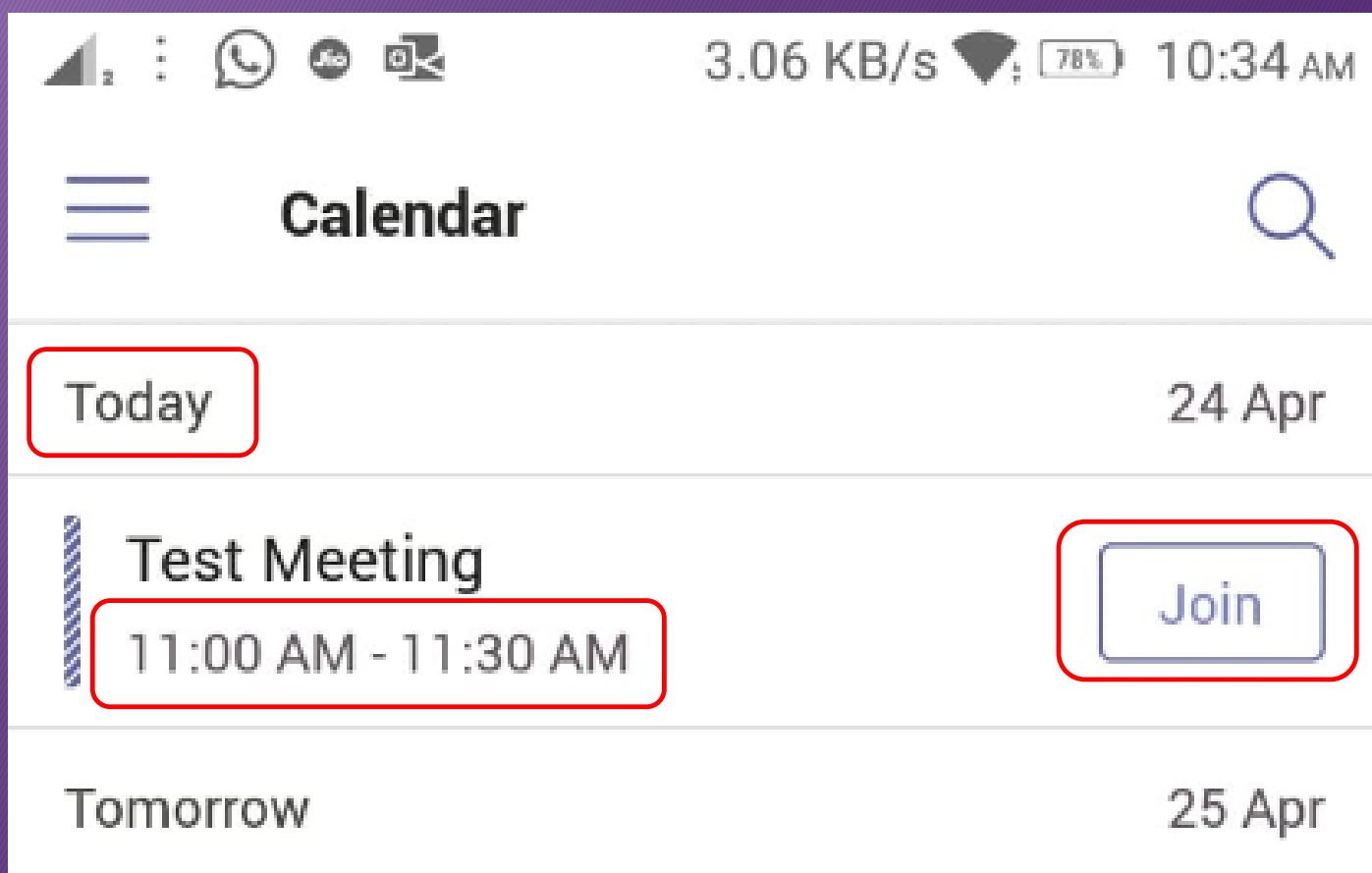
Set Date and time for meeting

Every Day
Every weekday
Every Week
Every Month

Check Your Calendar

STEP
3

After Successful meeting Creation you can check Scheduled meeting in **Teams Calendar** as well meeting invitation in **Ms Outlook App**.



Meeting Creation Part Finish

How to forward Meeting Invitation

(Optional)

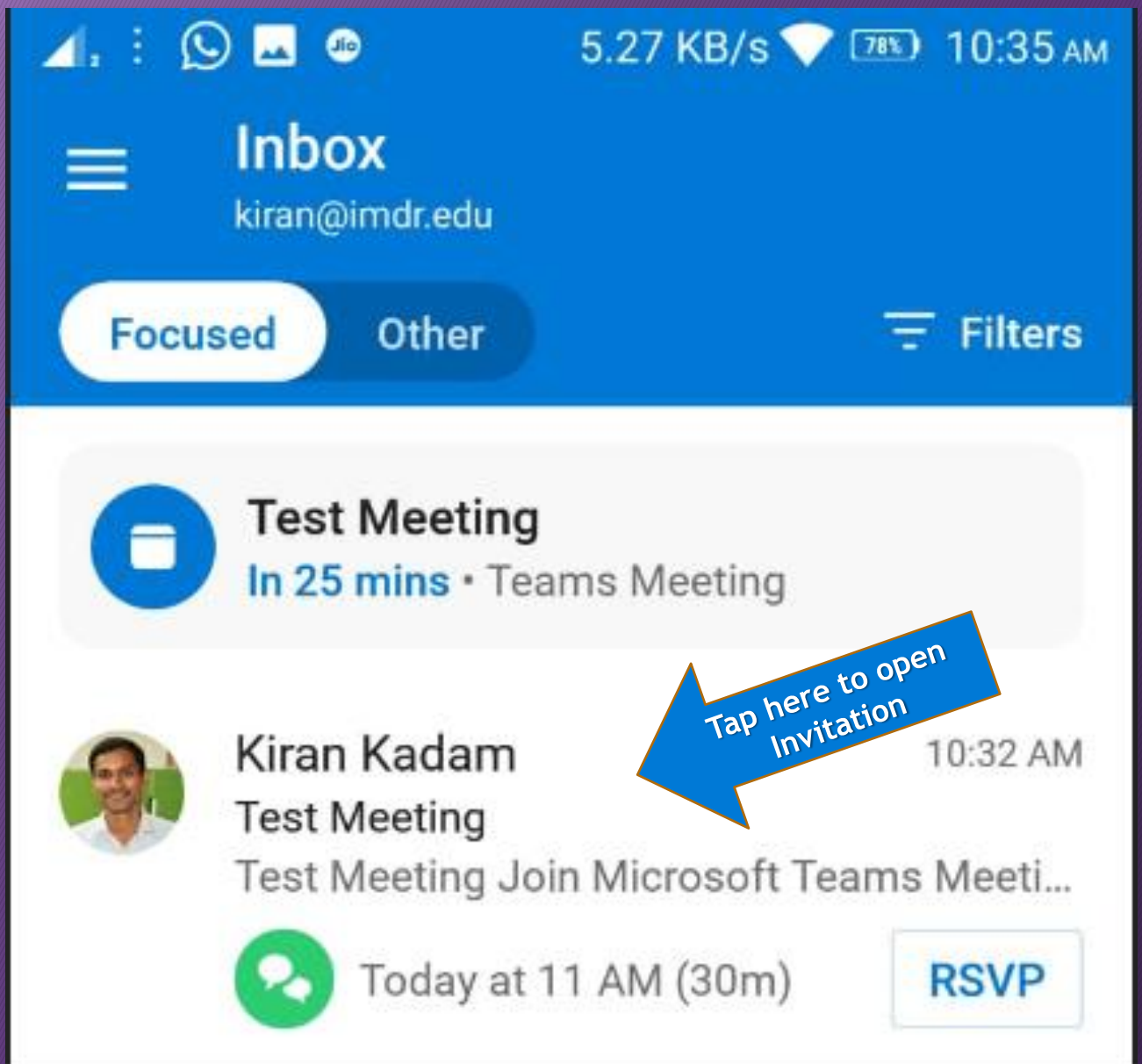
If you want to invite someone to a meeting, but you haven't organized the meeting, in this case you can forward the meeting invite to them. (To do this use following Steps)

- Open Ms Outlook in smartphone
- Open Meeting invitation from inbox
- At Bottom of the Screen you will find **FORWARD INVITATION** option
- Just tap on Forward Invitation
- Type Recipient email address in To: section
- Tap on **Send Button** icon to forward invitation

Check Screenshots for Help

Open Outlook & Check inbox for Meeting Invitation.

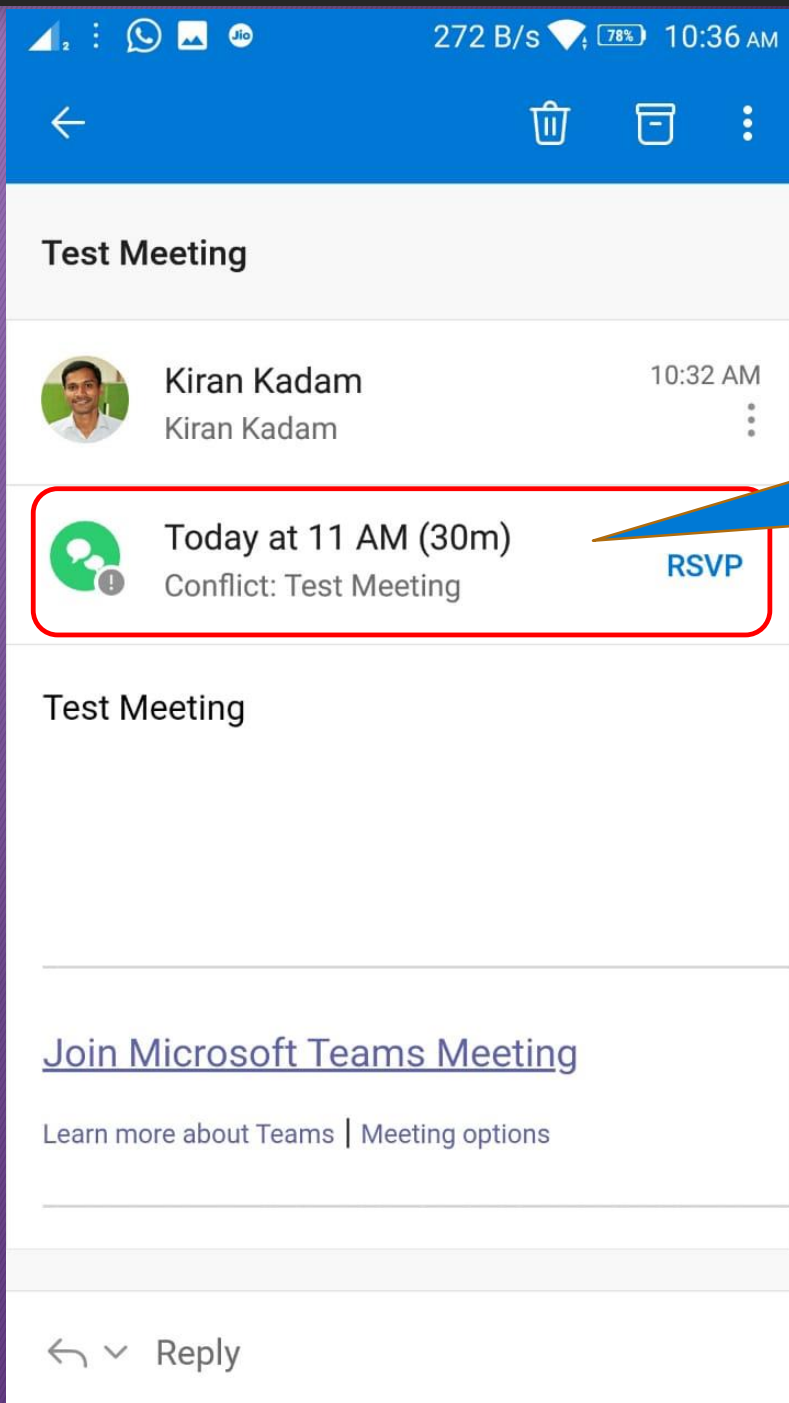
STEP
1



Tap on Meeting Time

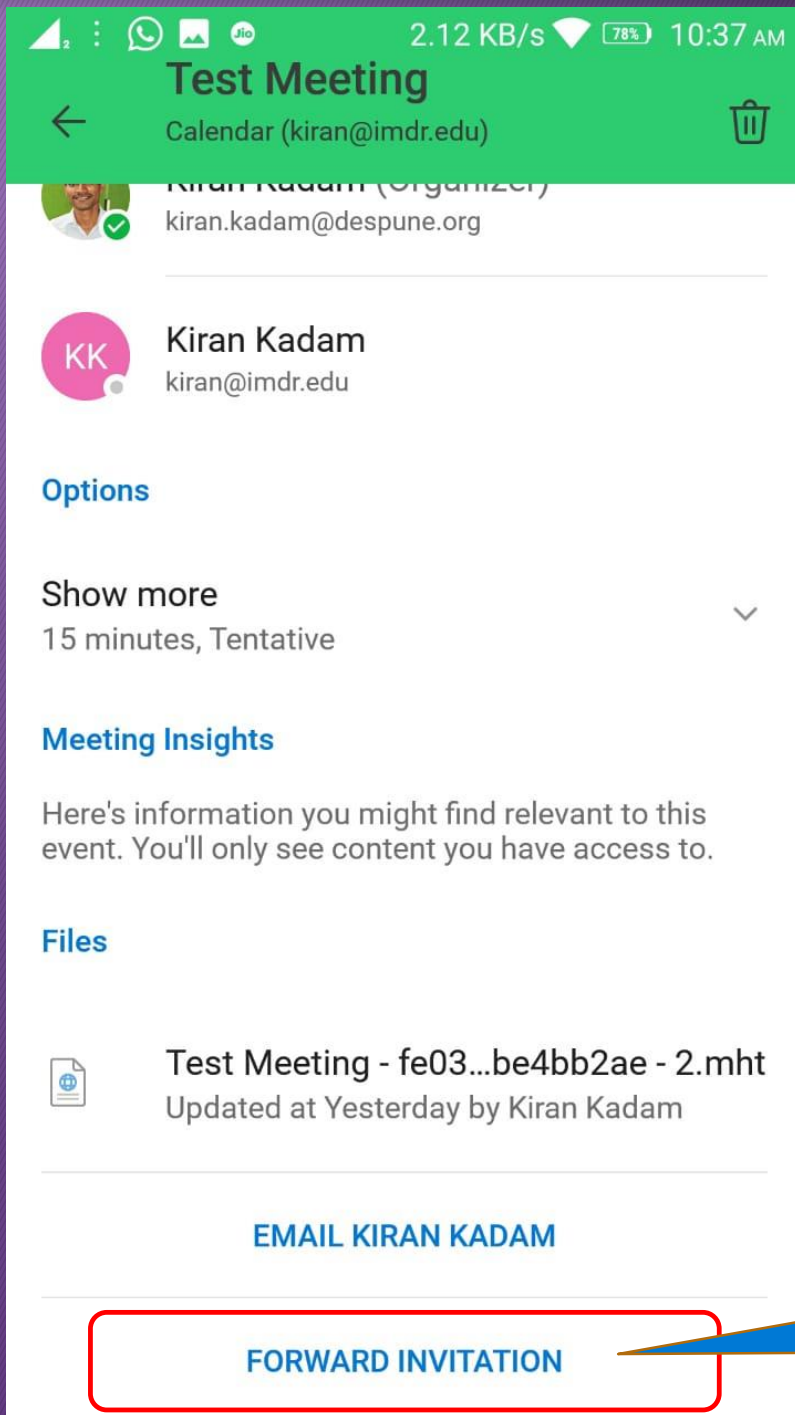
STEP

2



Forward Invitation

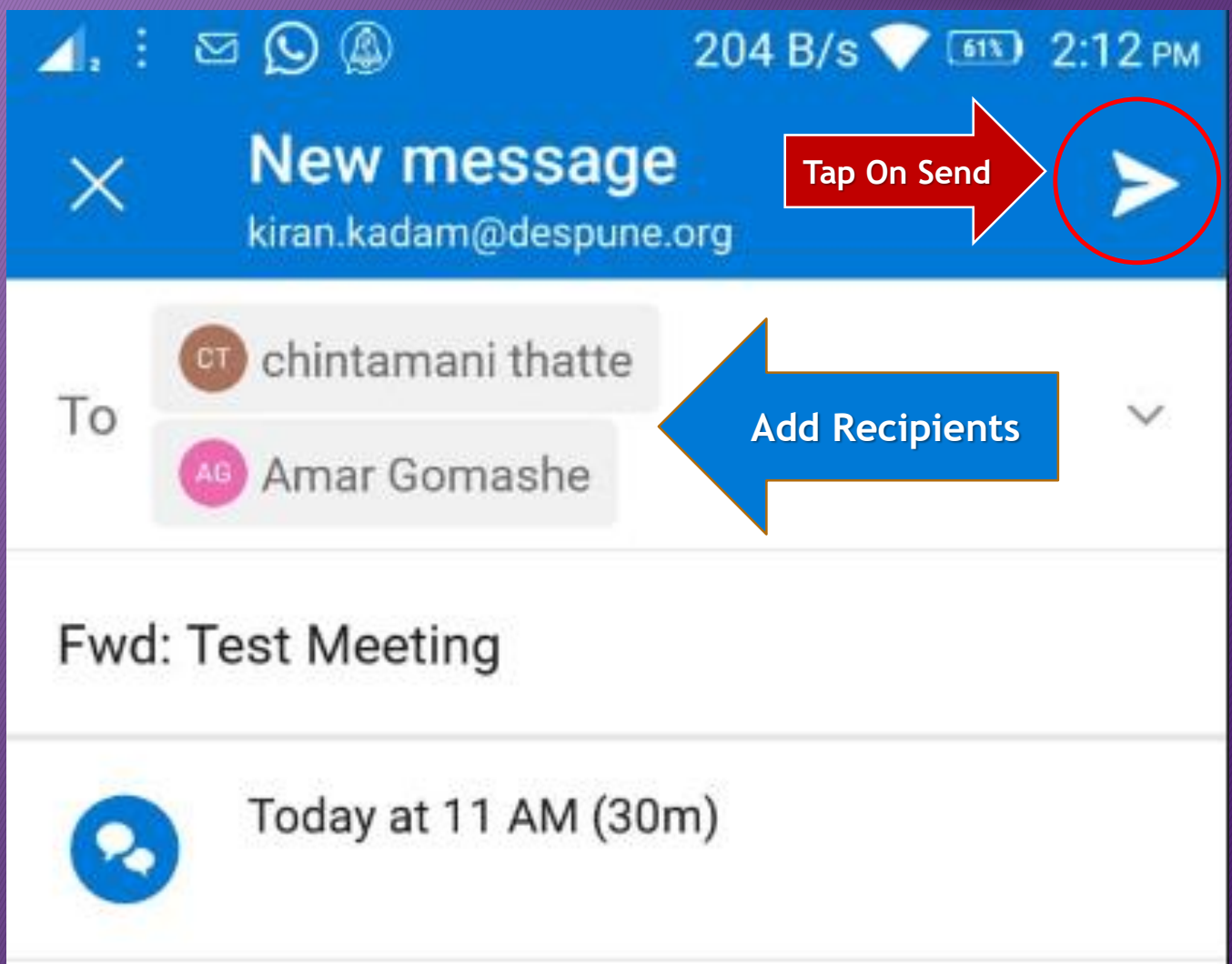
STEP
3



Tap Here
to forward
invitation

Add **recipients** and tap
on **Send** button

STEP
4



You have successfully forwarded the Invitation

Team@ DES IT

Tips for Running Successful **Online Meetings**

- ✓ Prepare your system in advance.
- ✓ Make sure your camera and microphone are working
- ✓ Use headphones with a mic instead of your laptop's / smartphone mic to ensure clear communication.
- ✓ Keep Your mic on mute for a smooth meeting experience and unmute when you want to talk.
- ✓ Turn of video (if possible) to listen clear audio conversation.