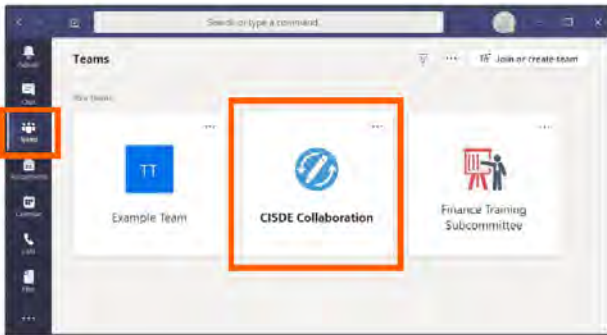


Create a Team Meeting

Teams enables all members and coworkers to communicate online.

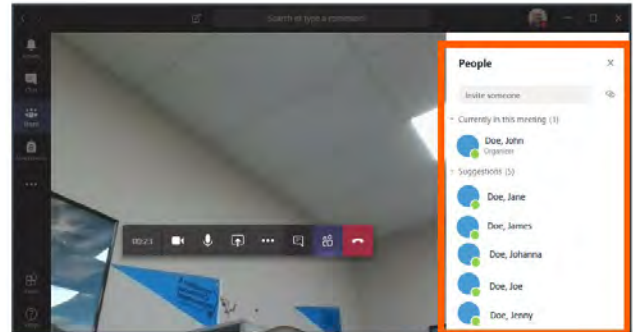
To have a team meeting click on your **Teams**

Click on your **team**



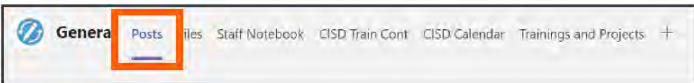
On the next screen you will invite people by typing their name in the text box or by clicking on them in the suggested list which will contain your team members.

You can invite people outside of UNC by typing their email or phone number in the text box.



Meet Now

Under the Posts tab you will be able to chat with your team, start a meeting or schedule a meeting.



In the comment area where you respond to a post there is an icon in the shape of a camera that will start a meeting.

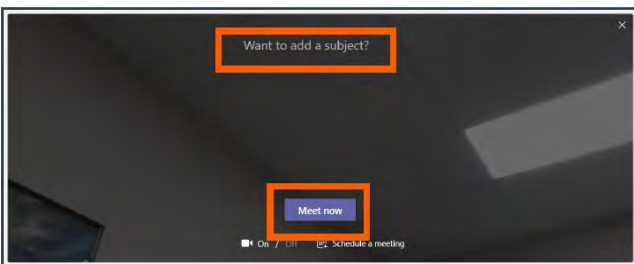
Click the **Meet Now Icon**



Meet Now Video Screen

A video screen will appear. You will be able to add a subject to your meeting and turn your camera on or off.

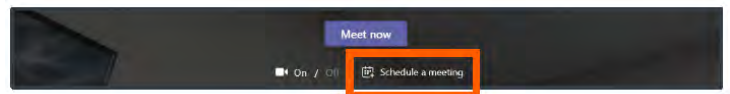
Click **Meet Now** to begin your meeting



Scheduling a Future Meeting

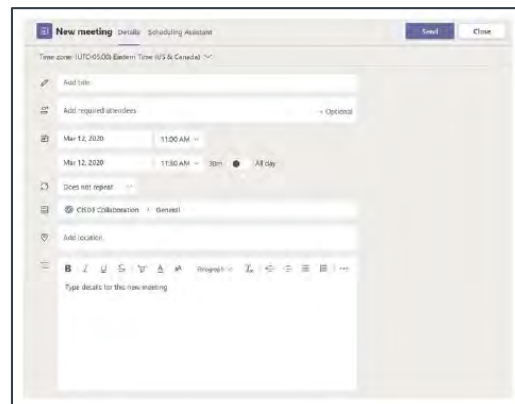
You can schedule your meeting for a future date through Teams and the invitation will be sent through Outlook and appear on your Team's Outlook Calendar.

Click **Schedule a meeting**



Fill out the New meeting details by creating a title, adding required attendees and setting the date and time.

Click **Send**



Once the meeting details has been sent all request will automatically populate in your Outlook Calendar.