

How to Manage Meetings in Microsoft Teams



View, schedule, and manage appointments and meetings in Microsoft Teams to keep your team on track.

Online Teams meeting offer attendees the [option to dial-in by telephone](#) as well as 'lobby' or 'waiting room' functionality.

View meetings



These appointments stay synchronized with your Outlook calendar.

- Select **Calendar** to view your appointments and meetings for the day or work week.
- Select a meeting invite to see what the meeting's about, who's attending, and to respond to the meeting.

Schedule a meeting



Note: To invite someone outside of the Unified Court System, type in their email address and they'll get an invite to join as a guest — even if they don't have Microsoft Teams.

1. Select **New meeting**.
2. Type in a meeting title and enter a location.

An online meeting is created by default.

3. Choose a start and end time, and add details if needed.
4. Enter names in the **Invite people** box to add them to the meeting.
5. See everyone's availability in the **Attendees** list and, if needed, choose a suggested time or select **Scheduling assistant** to see more available times in a calendar view.
6. Under **Select a channel to meet in**, select the drop-down arrow to manage your meeting's privacy settings:
 - Select **None** to keep your meeting private.
 - Select a channel to open the meeting to team members.

If your meeting gets posted in a channel, it'll appear under the **Posts** tab. Team members can set agendas, share files, or add comments.

Related articles

- [How to Manage Meetings in Microsoft Teams](#)
- [How to Login to Microsoft Teams](#)