Instructions for Creating Online Meeting using Outlook on the Desktop

1. Log on to the computer using your BSU email account and password, and open the Outlook client on the desktop. Click on the Calendar icon to view your available days for a meeting. Click on the New Teams Meeting icon to create a new online meeting:

2. Type in the attendees email address in the To: text box followed by a semicolon after each email address. Type in a name for the subject of the invite in the Subject text box. Input the correct start date/time and end date/time for the meeting. Click on the Send icon to deliver the invitation to all attendees.
Instructions for Creating Online Meeting using Outlook on the Web

1. Navigate to [office.com](http://office.com) and login using your BSU email account and password. Click on the Calendar icon to view your available days for a meeting, and click on the day that you want to schedule. Click on the More Options icon to expand the list of options for creating the meeting.

2. Once the window has expanded for creating the meeting, click on the Add online meeting button, and then select the Teams meeting from the dropdown menu.
Instructions for Joining Online Meeting from Outlook Invitation

1. Log on to the computer using your BSU email account and password, and open the Outlook client on the desktop. Click on the Calendar icon to view the invite. Open the calendar invitation displayed on your calendar:

2. Click on the Join Microsoft Teams Meeting link, and then click on the Join now button (Make sure that the camera and microphone display in purple like the image below. If the camera or microphone is grey, then this feature is not enabled):

Instructions for Sharing Your Screen during a Teams Meeting

1. Click on the Share Screen icon to share your desktop. You should see this icon from a tray showing multiple buttons.

2. Click on the Include system audio to ensure that it has a checkmark on it.
3. Click on the **Desktop Screen #1** (You will notice that your screen has a red border, and people can now see your screen).

![Desktop Screen #1](image)

**Instructions to Stop Sharing Your Screen during a Teams Meeting**

1. Hover your mouse at the top center of the monitor, and click on the **Stop presenting** button:

![Stop presenting button](image)