**Setting Up A Teams Call**

**Microsoft Teams video training:**[**Microsoft Teams video training - Office Support**](https://support.microsoft.com/en-us/office/microsoft-teams-video-training-4f108e54-240b-4351-8084-b1089f0d21d7)**​**

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**Scheduling a meeting​**

**If you are using the same email address as your organization/charity then your Teams calendar will be synced with Outlook. There are 3 ways to set up a meeting:​**

1. **By selecting Schedule a meeting in a conversation with a group or individual​**
2. **Selecting New Meeting on the calendar and inviting participants​**
3. **By selecting a range of time in the calendar and filling in the scheduling form which will appear on the screen**

**Accepting and Declining a meeting​**

**When you receive an email invite to join a Teams meeting, you have the option to accept, decline, and respond with ‘tentative’ to the meeting. Click the response you wat to communicate to the meeting scheduler. ​**

**​An alternative method of responding to an email invite by right-clicking an event in your calendar. You can open the meeting details by double-clicking on the event. If it is a Teams meeting, you may also choose an option to join online or chat with participants.**

**It is useful to know that participants joining a video conference do not have to have the Teams App installed on their devices, as there is an option to join on a web browser. However it is worth installing the app in the case of recurring  meetings and to be able to use other functions of Teams such as channels and assigning tasks to team members and using other Microsoft Applications.**