## Scheduling a Skype or Teams Meeting Using Office 365

Open your Calendar in Office 365 and click on the date you wish to have the meeting. The below will pop up, click "More options"



## The below will appear:

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- 1. Give your meeting a title
- 2. Invite attendees. Since you are in Office 365 your email groups will be an option. This makes it easy to add people as you don't have to type each person individually.
- 3. Set a date and time for the meeting.
- 4. Choose Skype or Teams as your meeting platform.

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a. Skype Meeting will give folks the option to join via Skype or to call in. Below is what folks will see after accepting the meeting request. This will be on their Office 365 Calendar:

English (United States)	
	English (United States)

b. Teams Meeting will also give folks the option to join via Teams or to call in. Below is what folks will see after accepting the meeting request.



Which platform is best? Teams has a slight advantage if you want to share content. It has the option to share screens and documents as well as housing everything in Office 365. Both offer a call in option for those without the equipment or tech savviness to join via video. Both are secure. If you wish to explore additional options using Teams, contact a member of the tech team.