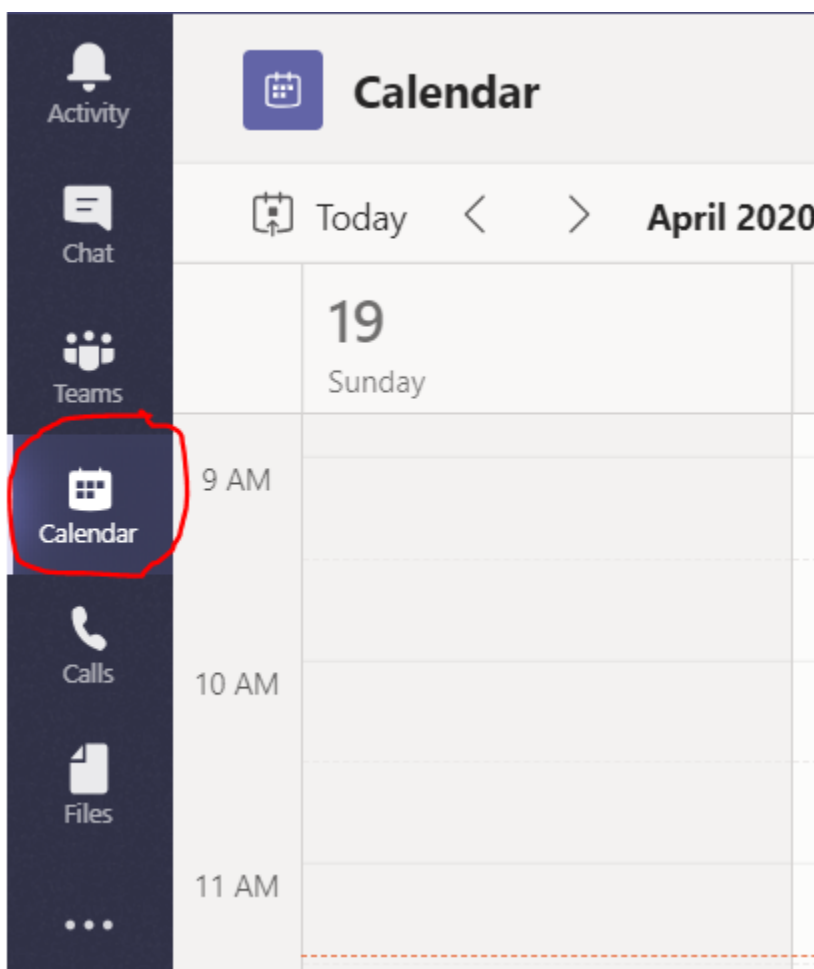


## How to Set up a Meeting in Microsoft Teams

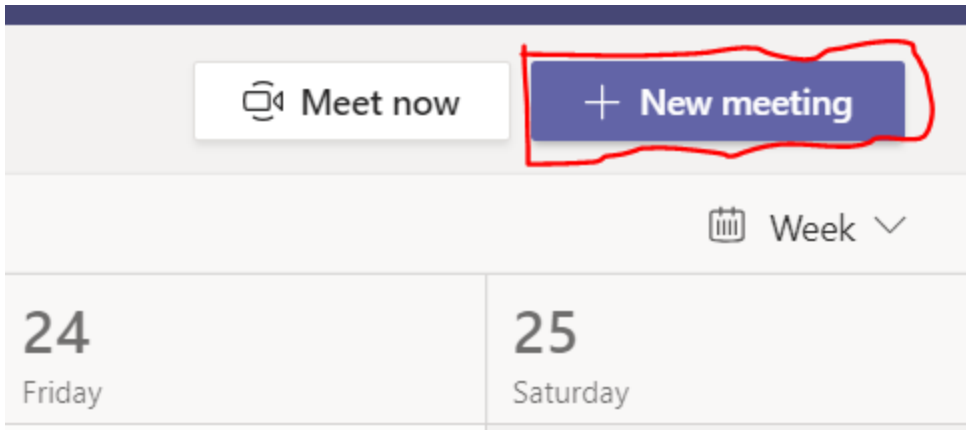
E Light utilizes Microsoft Teams for remote meetings that require face-to-face interaction and the ability to share information via a shared computer screen. What follows is a step-by-step guide to setting up a meeting using Microsoft Teams, and a few helpful hints and tricks to use along the way.

\*Note: This guide only applies to people who have an Office 365 account license. Other users do not have the ability to set up meetings.

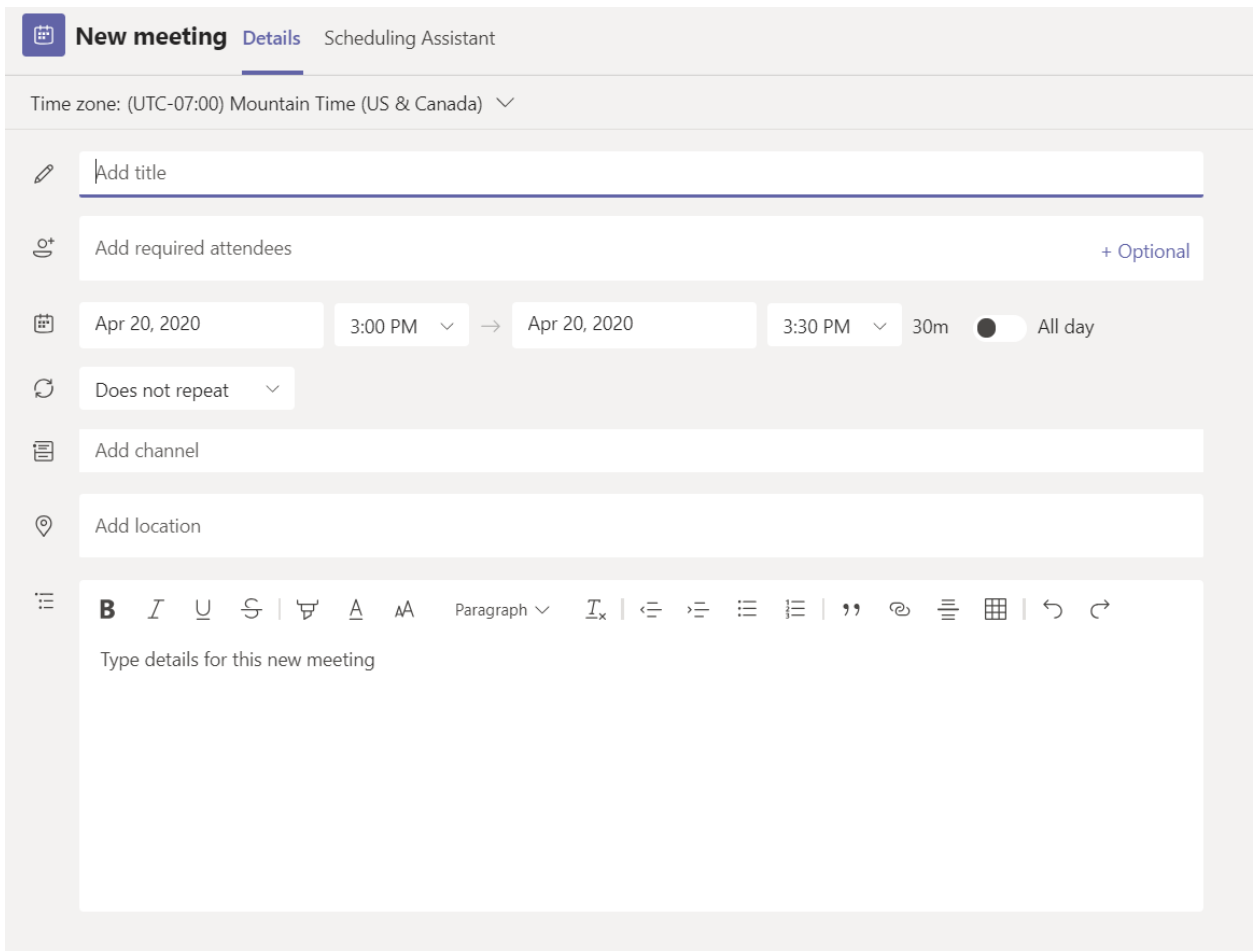
1. Open Microsoft Teams and select the “Calendar” option on the left-hand side of the screen.



2. Next, select the day and time you want the meeting to occur. This will take you to the screen where you can set up the meeting. You can also click “New Meeting” on the upper righthand side of the page.



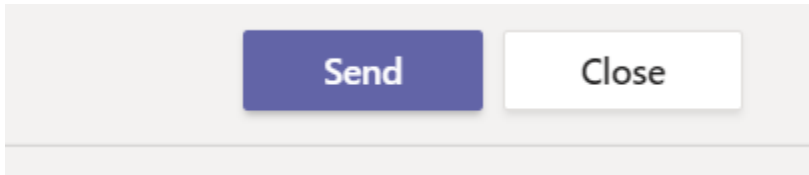
3. After making either selection, a screen that looks like this will appear:



You can add the meeting title, mark whether the meeting will recur and the duration of the recurrence, set the date and time, add the location, and enter any details you need the meeting attendees to know on this screen. To add attendees, simply enter their email address in the “Required Attendees” bar.

**\*Note:** You are limited to 25 required attendees. If your meeting will have more than 45 people attending, click the “+Optional” button in the attendee line and add the remaining email addresses there.

4. Once all the attendees have been added, click “Send” in the upper righthand corner of the screen.



**\*Note:** Invitations sent to attendees who do not have a Microsoft 365 license will be sent to their “Junk” folder initially.

*Helpful hint:* If the meeting is recurring, attendees can use the same link from the first meeting to attend all other meetings. If any modifications are made to the original meeting, it is best to resend the meeting link just in case.