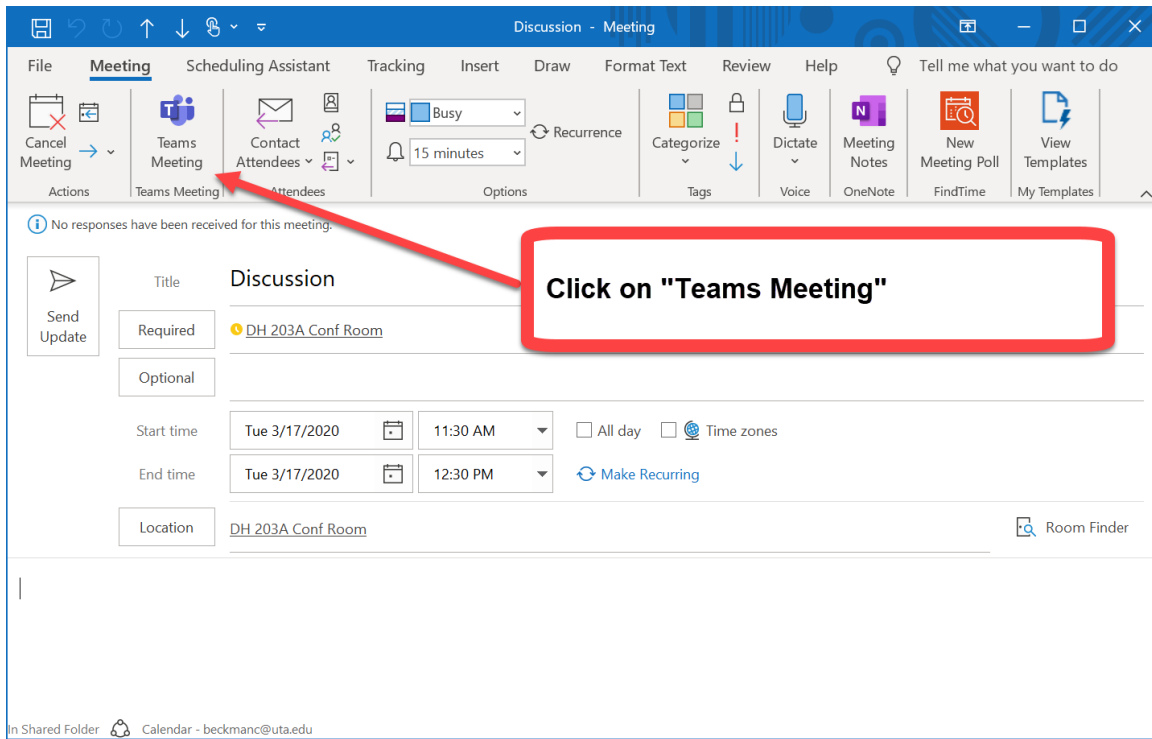
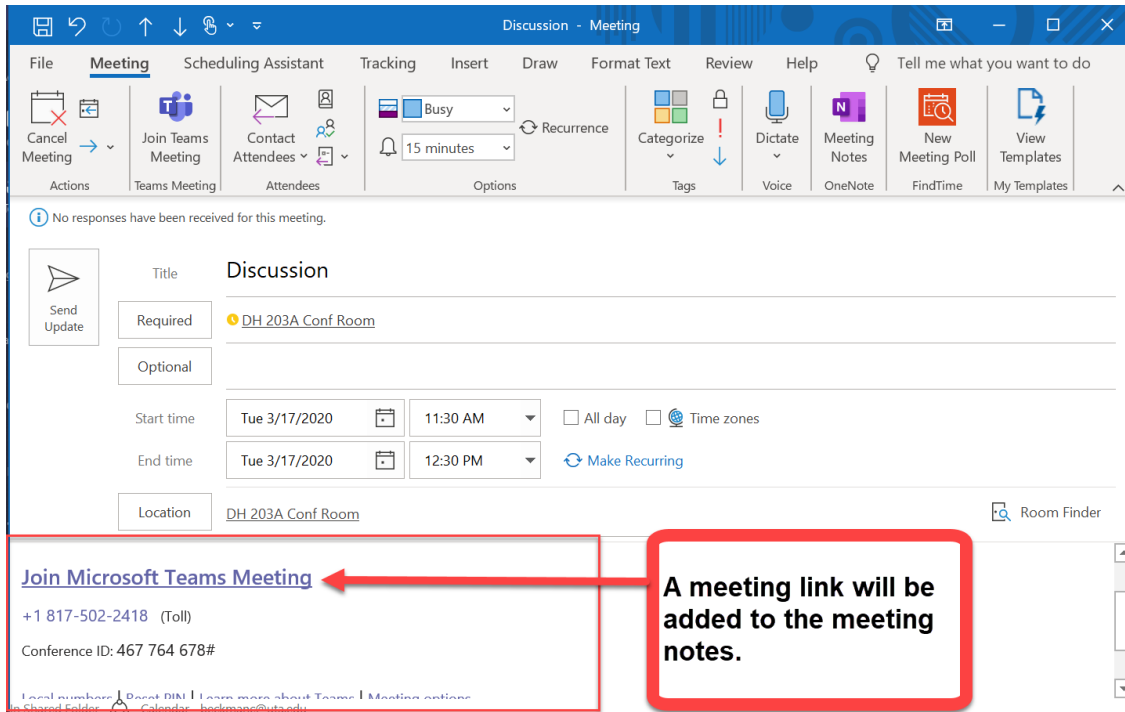


Add a Teams Link to an Existing Outlook Meeting

1. Open Outlook
2. Go to your calendar and select your meeting
3. Click on "Teams Meeting".



4. A link will be added to the meeting notes.



5. Click "Send Update".

6. To join the meeting return to the meeting invite and click “Join Teams Meeting”.

The screenshot displays the Microsoft Meeting application interface. At the top, there is a ribbon menu with tabs for File, Meeting, Scheduling Assistant, Tracking, Insert, Draw, Format Text, Review, and Help. The 'Meeting' tab is active, showing options like 'Cancel Meeting', 'Join Teams Meeting', 'Contact Attendees', and 'Options'. A red arrow points from the 'Join Teams Meeting' button in the ribbon to a red callout box containing the text 'Click "Join Teams Meeting"'. Below the ribbon, a notification states 'No responses have been received for this meeting.' The main content area shows meeting details: Title 'Discussion', Required location 'DH 203A Conf Room', Start time 'Tue 3/17/2020 11:30 AM', End time 'Tue 3/17/2020 12:30 PM', and Location 'DH 203A Conf Room'. A 'Send Update' button is on the left. At the bottom, there is a section titled 'Join Microsoft Teams Meeting' with contact information: '+1 817-502-2418 (Toll)' and 'Conference ID: 467 764 678#'. The status bar at the very bottom shows 'In Shared Folder' and 'Calendar - beckmanc@uta.edu'.