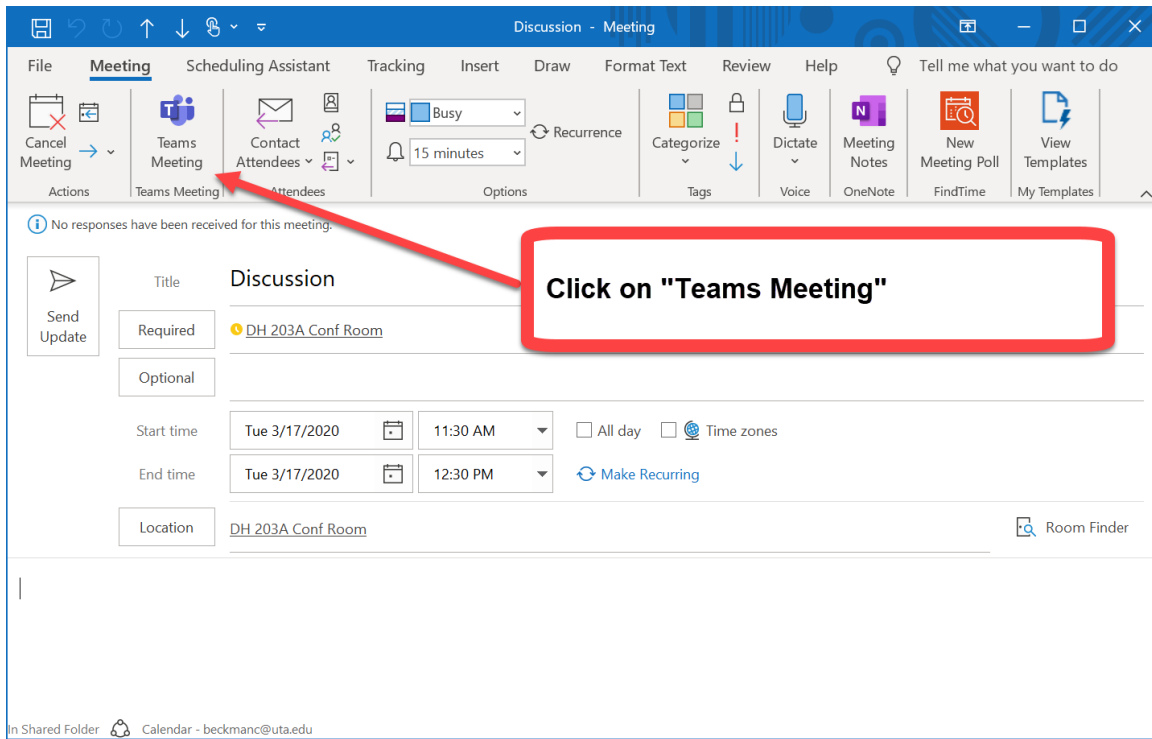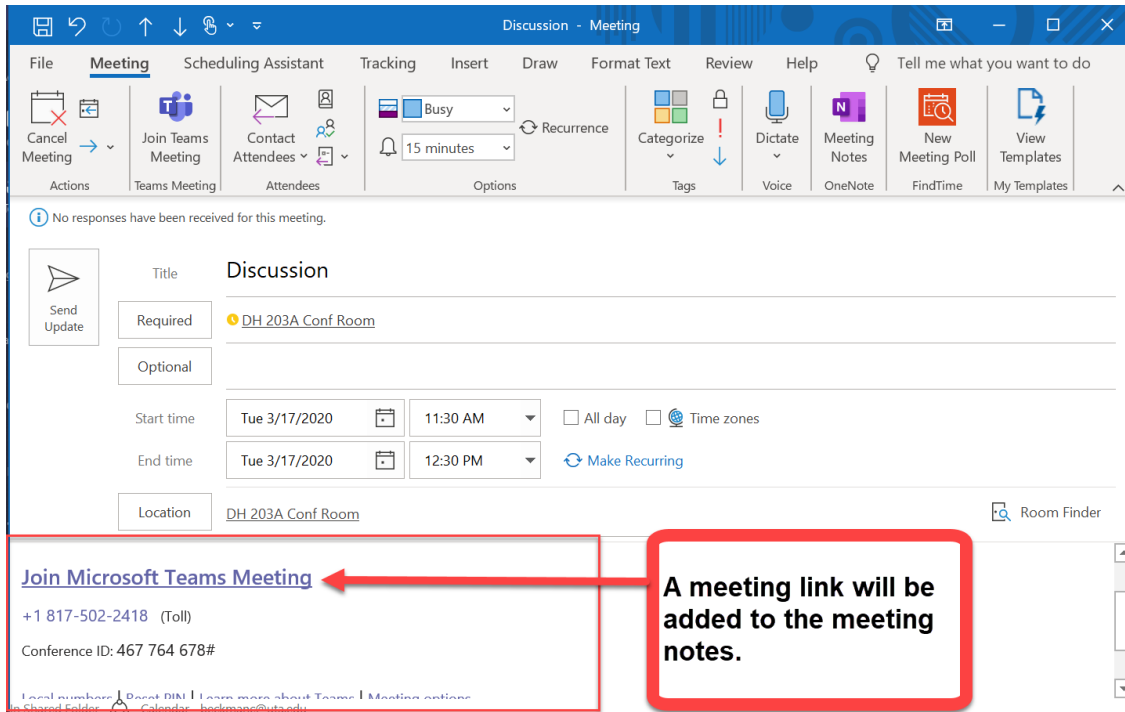# Add a Teams Link to an Existing Outlook Meeting

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".