

POV: Young person joining Meetings on Microsoft Teams with Outlook

Open Microsoft Outlook and login

1. Click on Unread Meeting invitation start time 03 July at 10:00 with Monica Khuu.

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2. Click on the RSVP tab.

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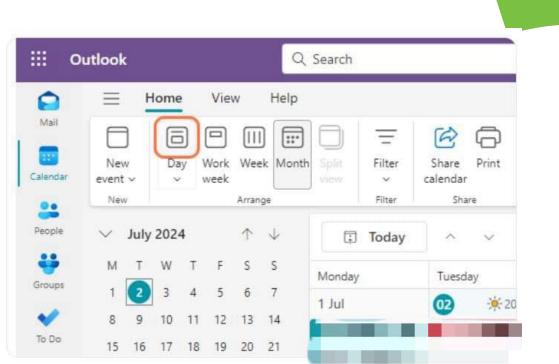
3. Click on the green Yes tick option to accept the meeting.

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4. Click on the Calendar option to open your Outlook Calendar.

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5. Click on the Day view option.



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6. Click on 3 July, 2024.

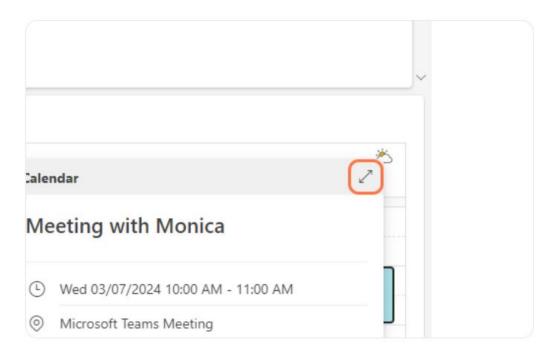
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7. Click on event from Wednesday, July 03, 2024 10:00 AM to 11:00 AM Meeting with Monica Khuu.

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8. Click on the extend View event option.



9. Click on Join Teams meeting to join via the browser or open the Teams App.



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