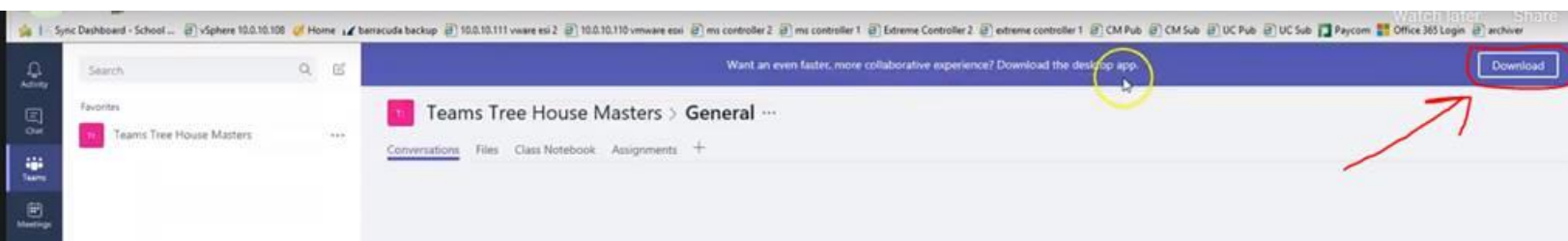


Create a link to join a Microsoft Teams meeting from Outlook (from a Windows PC)

First, ensure you are using the Microsoft Teams Desktop application. Then, the Teams and Outlook applications need to be opened in a specific order in order to have Outlook recognize the Teams application (this is required for the first time only).

To Download MS Teams desktop version –

1. Log in to Office 365.
2. Select the Teams app.
3. Once Teams is open there should be a banner across the top. It will look something like this –

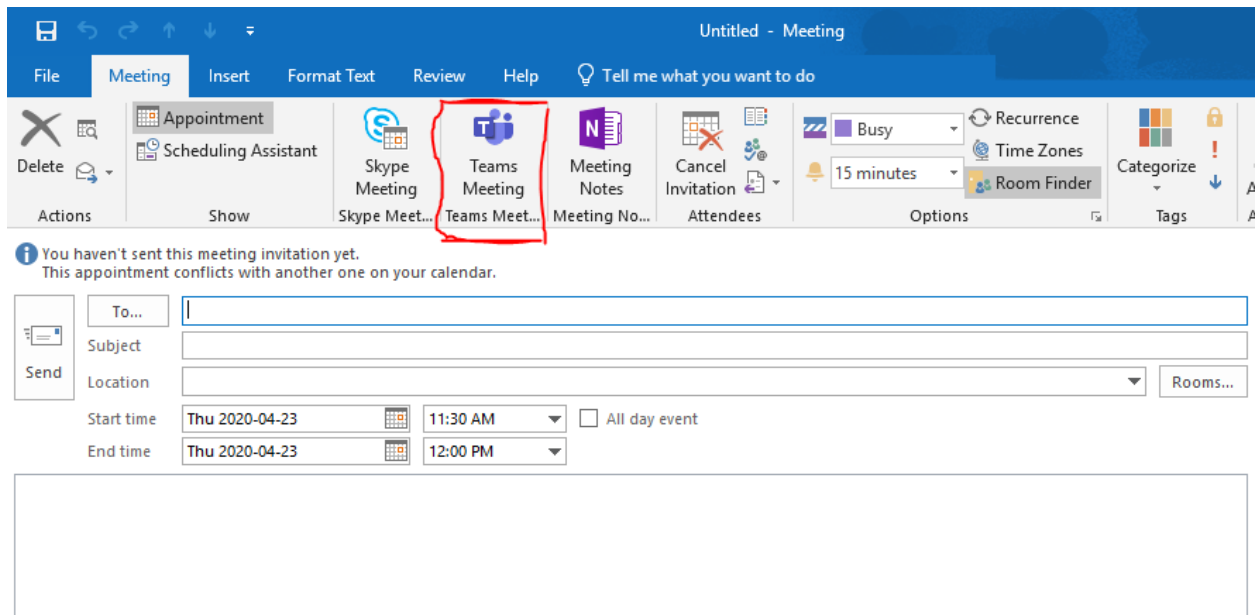


4. Select the Download.

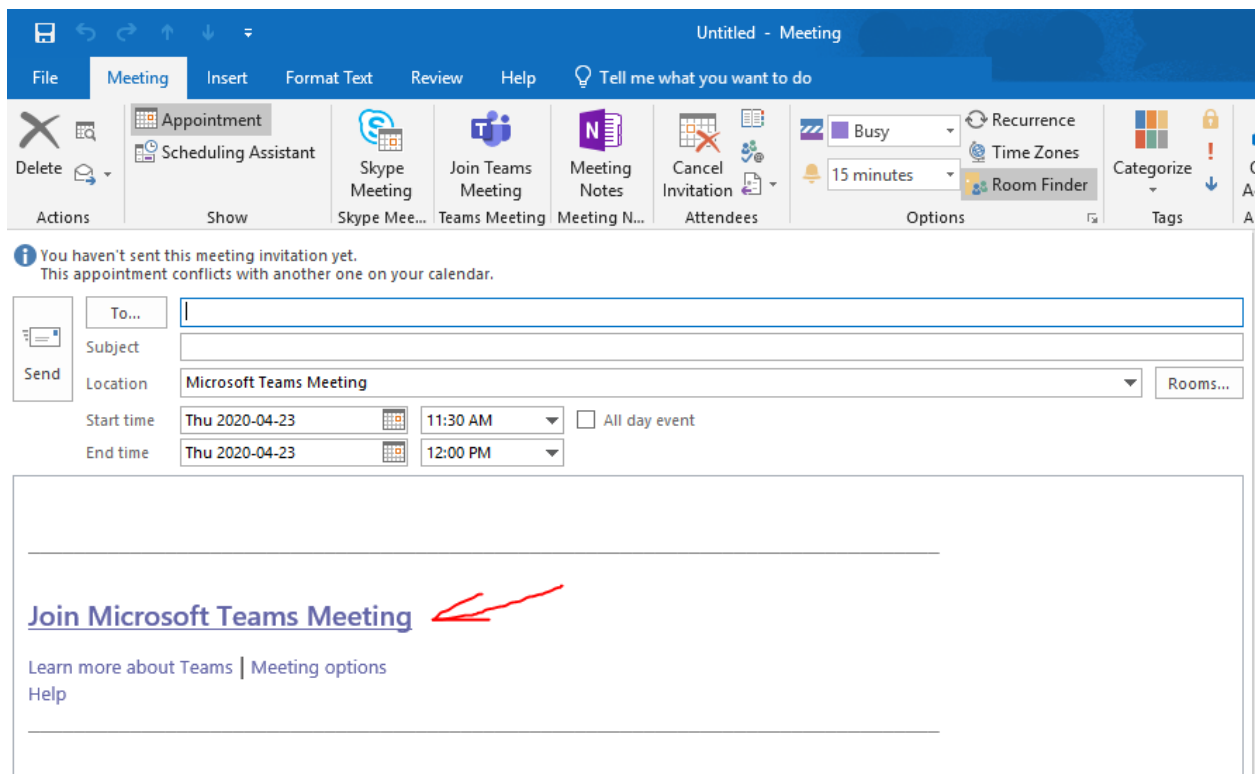
To sync Outlook and Teams, after downloading the MS Teams desktop app –

5. Log out of Teams and out of Office 365.
6. Close Outlook.
7. Then sign into Teams using the Desktop app. The same logion credentials will be used:
BannerID@durhamcollege.ca
8. Then open Outlook back up.

When you go to schedule a meeting in the Outlook calendar, the Teams meeting add-in should be there on the ribbon –



When scheduling a meeting, click on “Teams Meeting” in the ribbon and a link to **Join Microsoft Teams Meeting** is added to the body of the meeting invite –



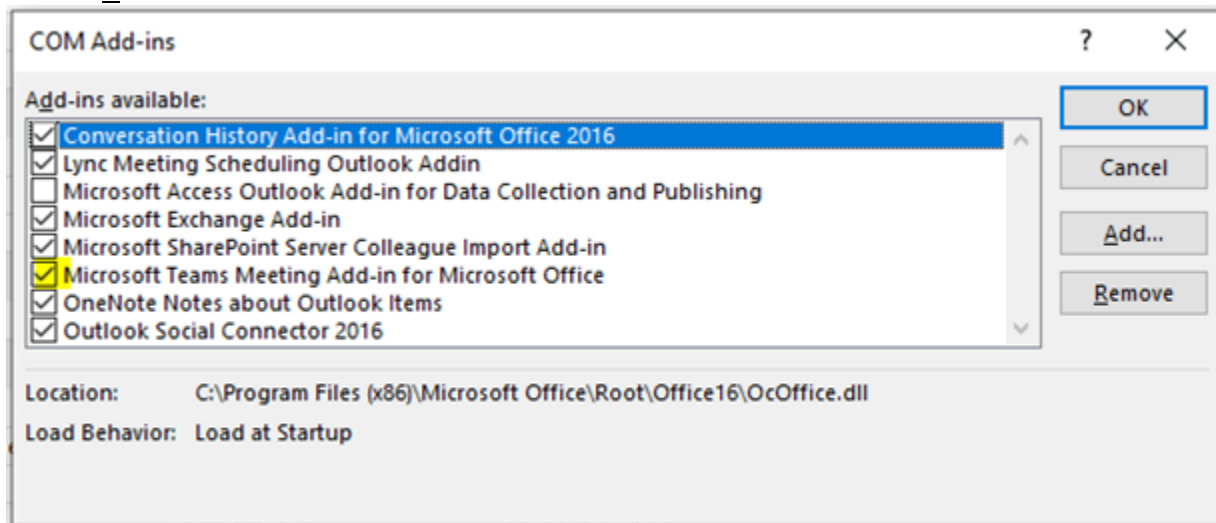
When the meeting time arrives, users can click on the “Join Microsoft Teams Meeting” link and be brought into the Teams meeting. Note: Users do NOT need to be licensed for Office 365 or Teams in order to participate in a Teams meeting.

Troubleshooting

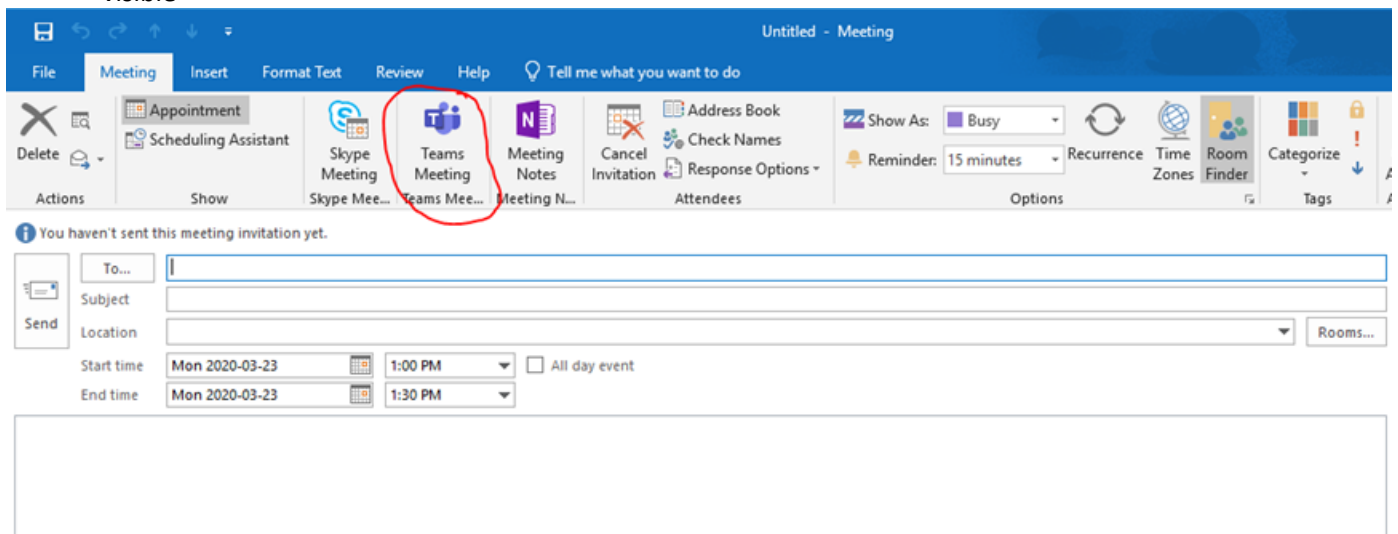
If the above steps were followed, and this did not result in the Teams add-in displaying in the ribbon, here are additional troubleshooting steps.

Teams add-in needs to be enabled within Exchange

1. Within Exchange: **File / Options / Add-ins /** at the bottom of the screen **Manage COMS add-in** and then press **Go....**
2. Review the list. Check the **Microsoft Teams Meeting Add-in for Microsoft Office** and click **Add...**



3. Close Outlook and Teams.
4. Re-open Teams.
5. Re-open Outlook.
6. When you go into the meeting scheduler within Outlook, the Teams add-in should now be visible –



Additional notes:

- Technically, we cannot currently schedule a future meeting from within TEAMS.
- We can schedule a future Teams meeting from within our Exchange email.
- In other words, scheduling works if you schedule the meeting from Exchange, but not if you try to schedule the meeting from Teams.
- Also, these scheduled meetings from on-premise Exchange can include external people, etc.
- Caveat: based on previous investigations, this capability may not be available for Mac users.