

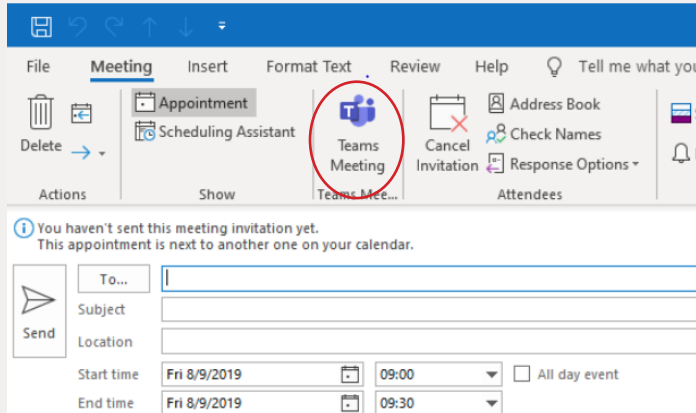
## Meetings in Teams

Make sure you have requested an audio-conferencing line by emailing [O365Conferencing@upmc.edu](mailto:O365Conferencing@upmc.edu). If you already have a Skype for Business audio conferencing line, you do not need to request a new one. The switch from Skype for Business to Teams will automatically update your existing meetings behind the scenes, so there is no need to recreate all your meetings.

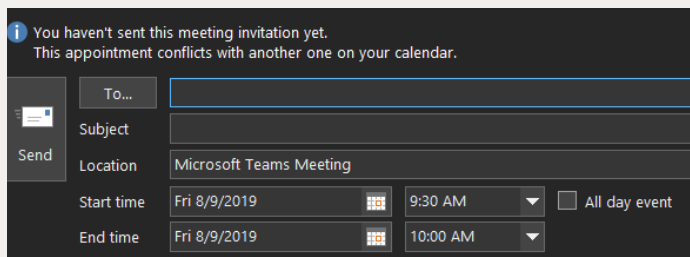
Meetings in Teams can be created or joined from Outlook or Teams. The calendar in Teams syncs with your Outlook calendar, so it's your preference on where you'd like to create your meetings. The Teams Audio Conferencing information can be copied into an Outlook "New Meeting" by using the Teams Meeting

### Scheduling a Meeting With Teams

Within your meeting invitation, select **Teams Meeting** in the Outlook ribbon.



Teams audio conferencing details will automatically populate in the body of your meeting invitation. You and other attendees will use the information in the invitation to join during your meeting.



#### Join Microsoft Teams Meeting

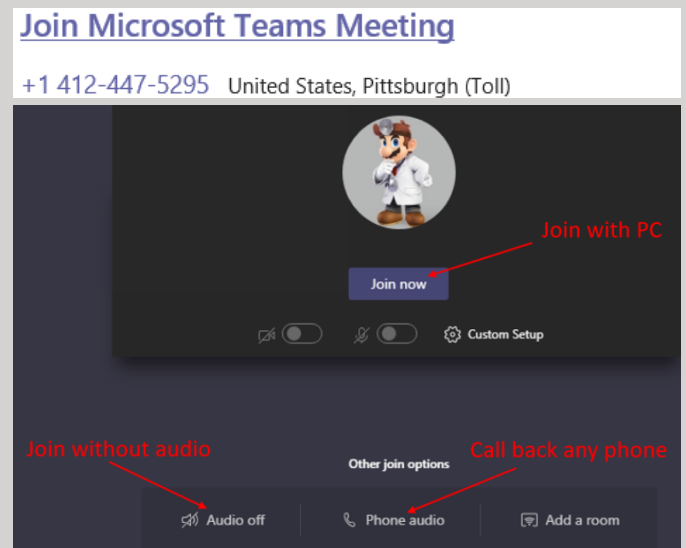
+1 412-447-5295 United States, Pittsburgh (Toll)

Conference ID: 409 349 31#

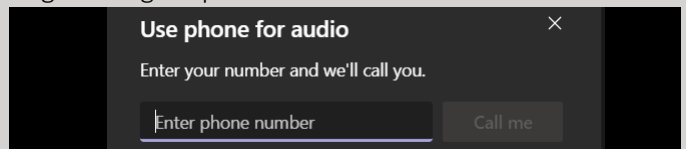
[Local numbers](#) | [Reset PIN](#) | [Learn more about Teams](#) | [Meeting options](#)

### Joining a Meeting With Teams

Click the purple **Join Microsoft Teams Meeting** link in your meeting invitation.



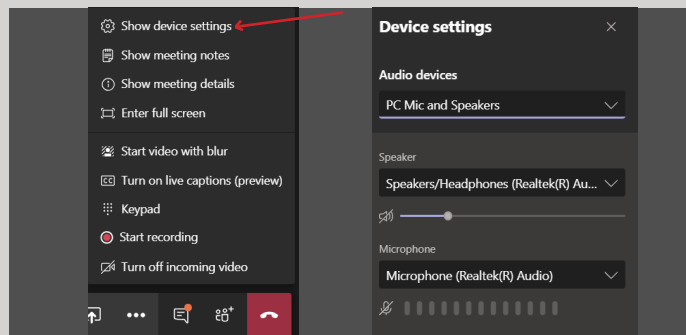
Teams will open on your computer and a box will appear. You have the option to click phone audio for **Call Me At...** You can begin dialing the phone number.



The phone you select will ring. After picking up do not exit out of the Teams meeting. Once in the meeting, you will see a tool bar. Click on the three dots.



Click Show Device Settings, which allows you to adjust the speaker or microphone.



If you have more questions about how to create meetings or join meetings, visit the [eLearning Portal](#). You also can ask your questions any time on the [Office 365 Yammer Group](#).