

Joining and scheduling meetings



Meetings in Microsoft Teams

There are several ways to join and schedule meetings in Microsoft Teams - from a chat, from the calendar. You can also start instant meetings.

Join using a link

All you need to join a Teams meeting is a link.

1. Select **Click here to join the meeting** in your meeting invite.

Microsoft Teams meeting

Join on your computer or mobile app
[Click here to join the meeting](#)

2. If you don't have the Teams app installed, you can join the meeting via your browser or choose to download the app.

Join from calendar

1. Select **Calendar** on the left side of Teams to view your meetings.
2. Find the meeting you want and select **Join**.

Join from chat

If the meeting has already begun, it appears in your recent chat list.

1. Select the meeting in your chat list.
2. Select **Join** at the top of the chat.

Join by calling a phone number

If there's a phone number and conference ID in the meeting invite, just dial the number to join if you are unable to use the Teams app.

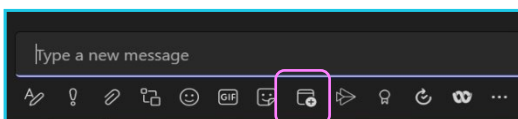
Microsoft Teams meeting

Join on your computer or mobile app
[Click here to join meeting](#)


Or call in (audio only)
+12 34 567 890, 1234# South Africa
Phone Conference ID: 123 456 7#
[Find a local number](#) | [Reset PIN](#)
[Learn More](#) | [Help](#) | [Meeting options](#)

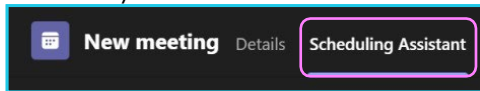
Schedule a meeting from the chat box

Select **Schedule a meeting** in a chat (below the box where you type a new message).



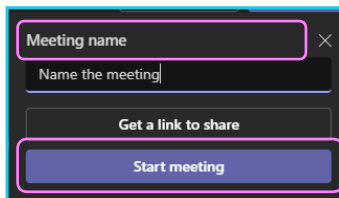
Schedule a meeting from the calendar tab

1. Go to **Calendar**  on the left side of the app.
2. Select **New meeting** in the top right corner.
3. Fill out meeting details in the new meeting form and send.
4. You can also use **Scheduling Assistant** to find a time that works for everyone.

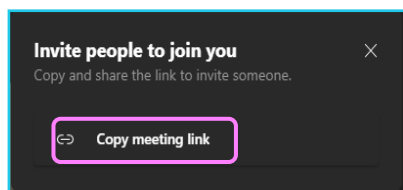


Instant meeting from Teams calendar

1. Go to **Calendar** on the left-hand side of the Teams app, then select **Meet now** (in upper right corner).
2. Enter a **Meeting name** and click **Start meeting**.



3. On the next screen set your audio and video settings and click **Join Now**.
4. Share the meeting link via **Copy meeting link** to invite people.



5. Or invite people by typing in a name or by dialing a number in the **Participants** window.

Learn more

- [Share content in a meeting >](#)
- [Using video in a meeting >](#)

Discover more at the [BT Support Centre >](#)

