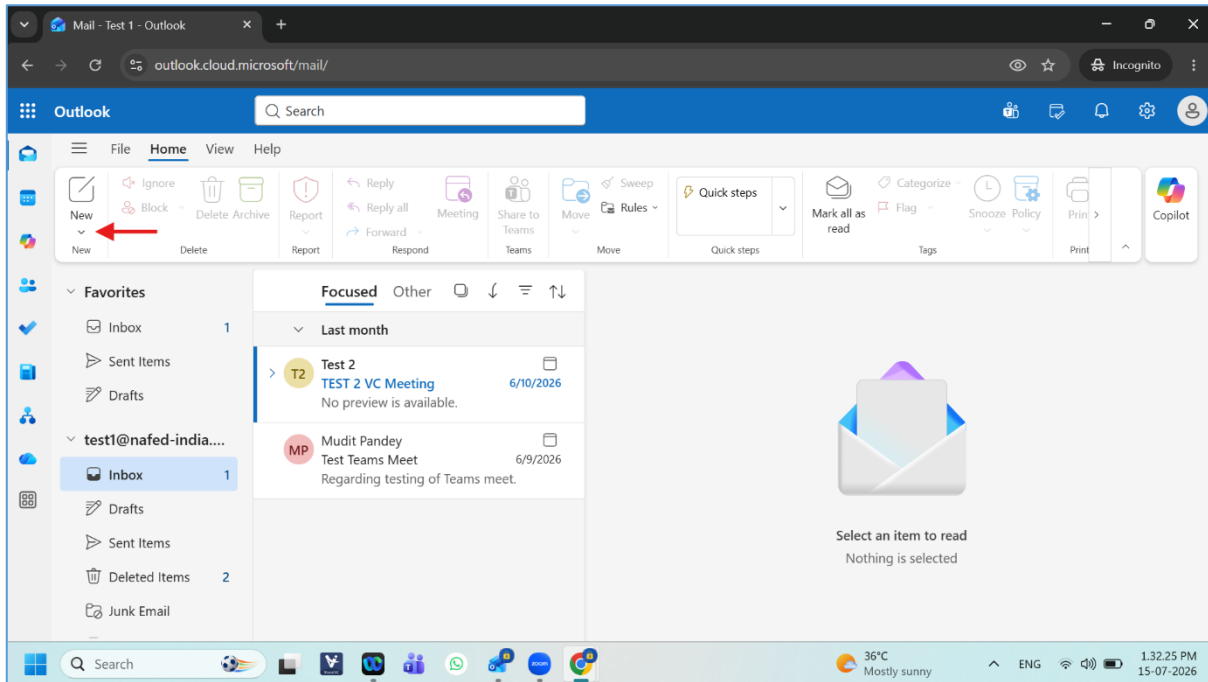
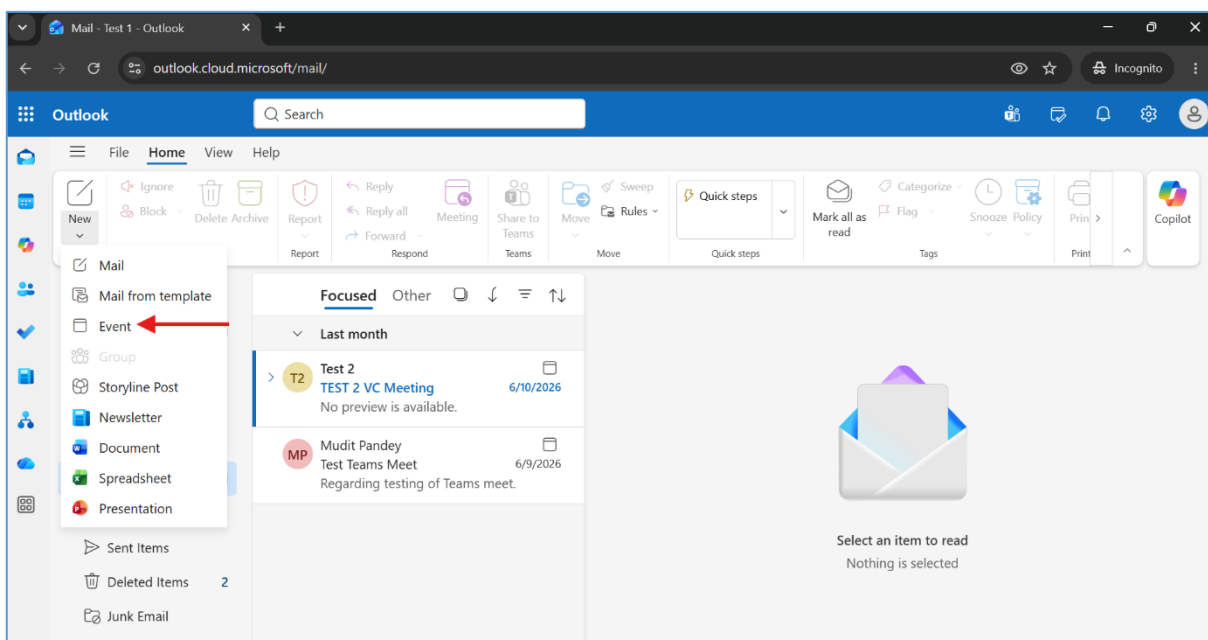


User Manual for creating Meetings on Microsoft Teams

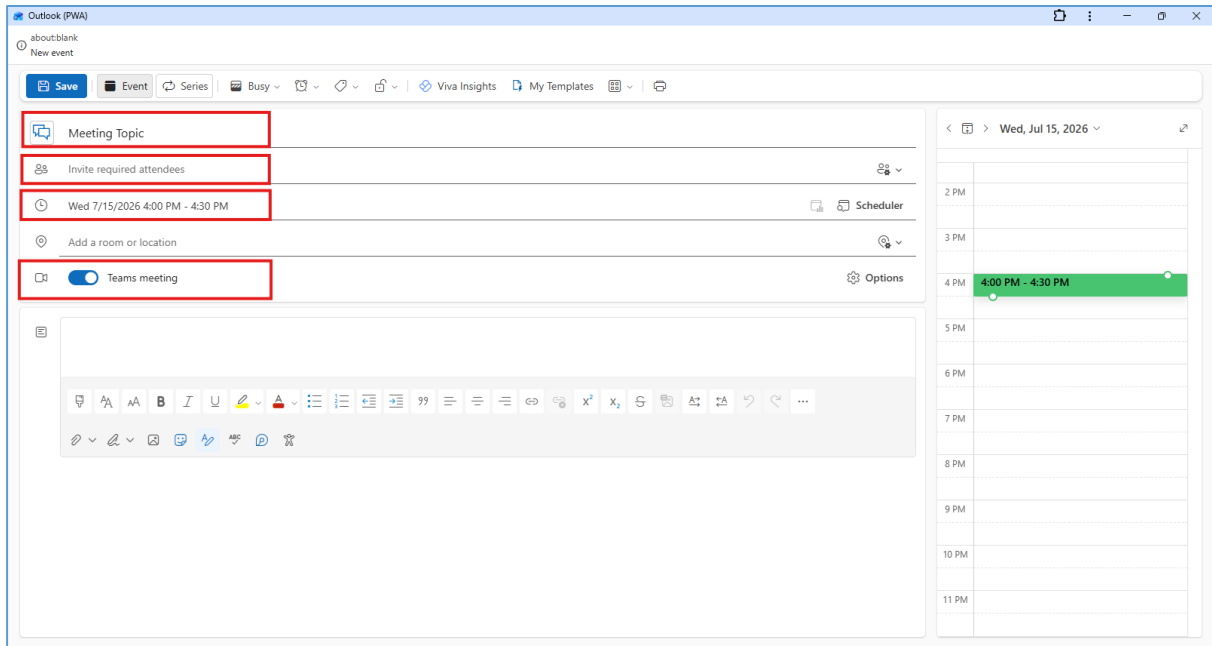
1. Log in to your outlook email account, then click the >>**New**>> tab (as indicated by the arrow in the image below).



2. Go to >>Event>>

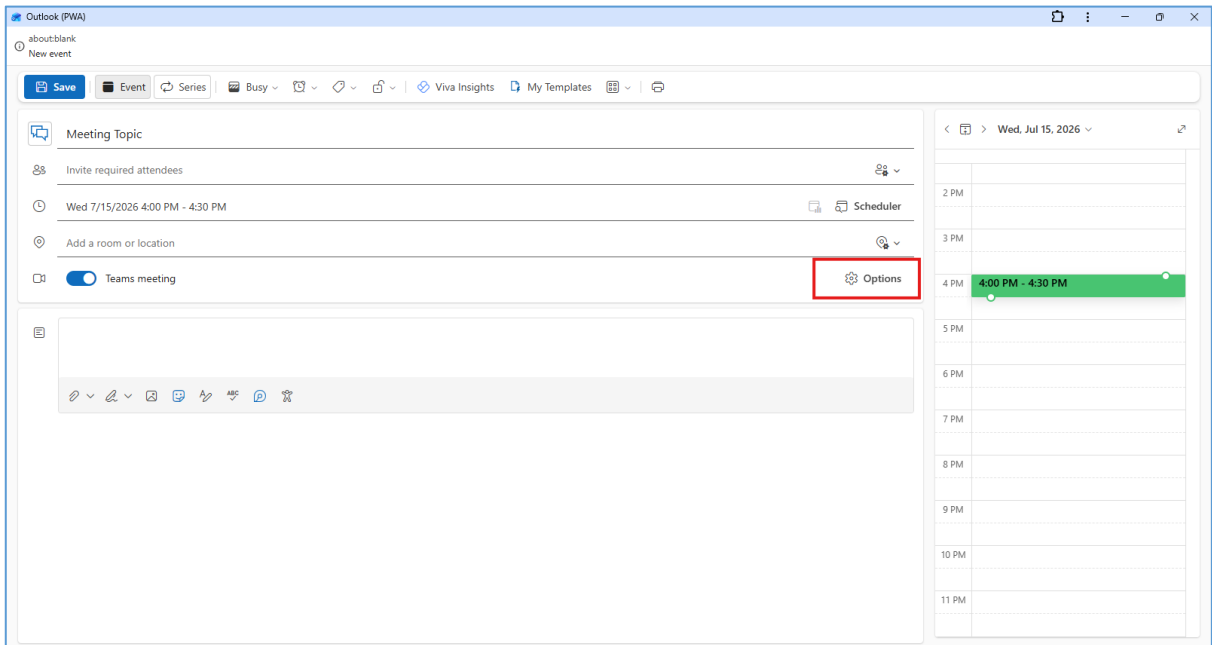


3. Fill all the details in the columns related to the meeting mentioned in the below image **“Make sure Teams Meeting should be enabled as mentioned below”**



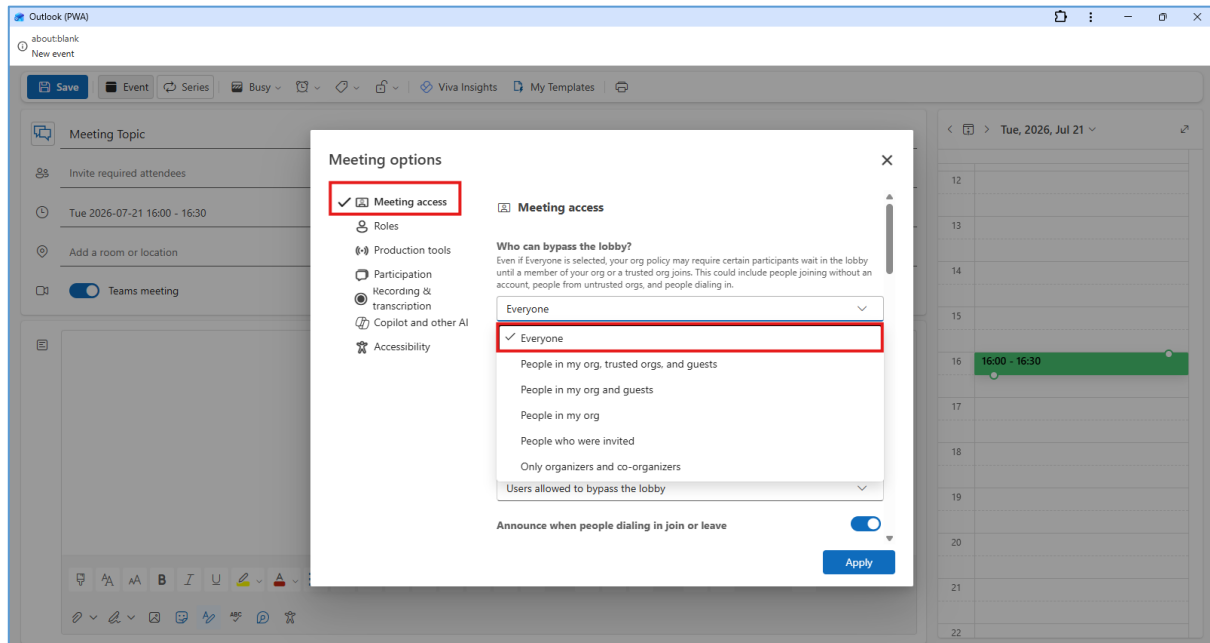
Outlook (PWA) window showing the 'New event' form. The form includes fields for 'Meeting Topic', 'Invite required attendees', 'Wed 7/15/2026 4:00 PM - 4:30 PM', and 'Add a room or location'. The 'Teams meeting' toggle is checked. The 'Options' button is visible on the right. A calendar view on the right shows the event scheduled for Wednesday, July 15, 2026, from 4:00 PM to 4:30 PM.

4. Go to >>Options>>

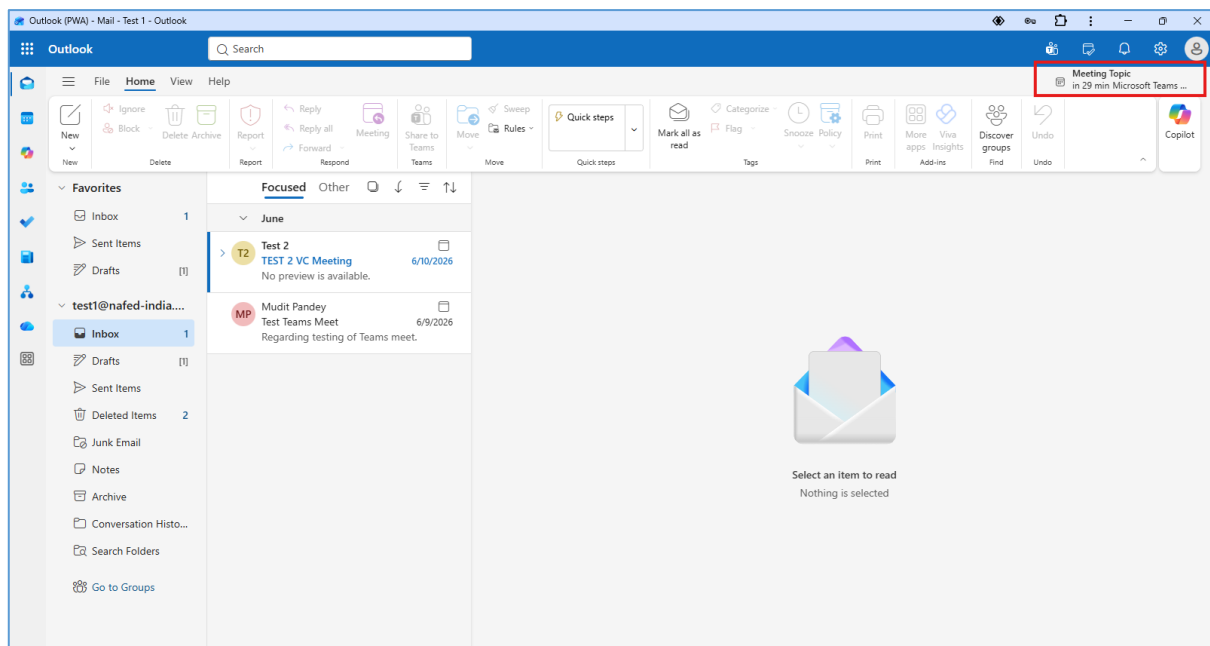


Outlook (PWA) window showing the 'New event' form. The 'Options' button is highlighted with a red box. The form includes fields for 'Meeting Topic', 'Invite required attendees', 'Wed 7/15/2026 4:00 PM - 4:30 PM', and 'Add a room or location'. The 'Teams meeting' toggle is checked. A calendar view on the right shows the event scheduled for Wednesday, July 15, 2026, from 4:00 PM to 4:30 PM.

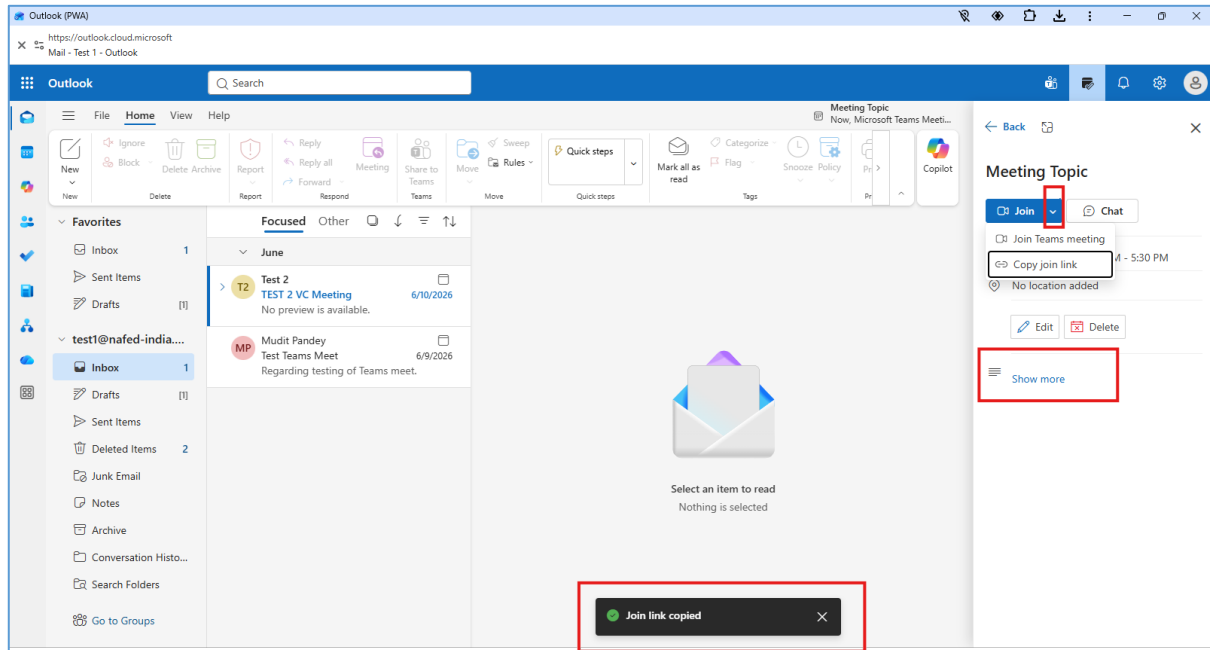
5. Under the options >> Meeting Access, ***“Who can bypass the lobby?”*** Drop down menu should be selected to ***“Everyone”***



6. Go to Home Page of Outlook email and click on recent created meeting as mention in the below image.



- Click on expand icon as mentioned in the image in the **Join** bar >> Click on **Copy join link** >> Join link copied automatically. Same may be shared with participants via email/ others modes.



- Click on **Show more** mentioned in the above image to see meeting details e.g. Meeting ID, Meeting Passcode & Link.

