## How to Schedule a Teams meeting for someone else

Open **Outlook**, go to **Calendar**, and select the persons calendar you are wanting to schedule a meeting for. Choose the day you are wanting and either double-click that day or right click and select **New Meeting Request.** 



Choose **Teams Meeting** in the top menu.

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Tile			
Save & Close Start time Tue 10/4/2022 📅 12:00 AM 👻 🗹 All day 🖉 @ Time zones			
End time Toe 10/4/2022 🗂 12:00 AM 👻 🕂 Make Recurring			
Location			
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Add yourself and anyone else that needs to be a Presenter for the meeting. Add other required attendees and fill out the rest of your invitation.

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File Invited Event Scheduling Assistant Insert Format Text Review Help	Q Tell me what you want to do		
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() You haven't sent this meeting invitation yet.			
From john.reams@vumc.org Send			
Required <u>Reams, John;</u> <u>Howard, Eric A</u> ; <u>Herrin, Nicholas Ferris;</u>			
Optional			
Start time 🛛 💶 10/4/2022 📑 12:00 AM 🚽 🗹 All day 🗖 🔮 1			
End time Tue 10/4/2022 📅 12:00 AM 👻 🕂 Make Recurring			
Location Microsoft Teams Meeting			🛃 Room Finder
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Microsoft Teams meeting			
Join on your computer, mobile app or room device			
Click here to join the meeting			
Meeting ID: 273 684 749 512			
Passcode: dy5Not Download Teams   Join on the web			
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From this window you can choose who can be allowed to bypass the lobby, who can present, and whether you want to allow the chat option during the meeting or not.

Meeting Options	– 🗆 X
Who can bypass the lobby?	
People in my organization and guests	~
Always let callers bypass the lobby	
Announce when callers join or leave	
Choose co-organizers:	
Search for participants	~
Who can present?	
Everyone	~
Allow mic for attendees?	
Allow camera for attendees?	
Record automatically	
Allow meeting chat	
Enabled	~
Allow reactions	
Enable Q&A	
Provide CART Captions	
Enable language interpretation	To select interpreters, send the invite from Outlook and then refresh this page
	Save

## When selecting "Who can bypass the lobby?" we recommend **People in my organization and guests**.

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Who can bypass the lobby?		
People in my organization and guests		~
Everyone		
People in my organization, trusted organizations, and guests		
People in my organization and guests		
People in my organization		
People I invite (Turn off Allow Forwarding in the meeting invite)		1
Only me and co-organizers		

When selecting "Who can present?" we recommend **Only me and co-organizers,** then add **YOURSELF** and anyone else from the list of **Required Attendees** who you would like to also have control over the meeting. If you do not do this, only the person who's calendar the meeting was scheduled on will be the presenter.

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Click **Save** on the bottom right, finish completing your invitation, and click **Send** when you're ready to send off the invitation.

The organizer can update meeting settings and they must wait until Teams has created the meeting before making changes. If you do make changes in the Meeting Options, you do not have to send an update. You only send an update if you are adding more attendees, changing the date/time of the meeting, or you edit the title or body of the invitation.