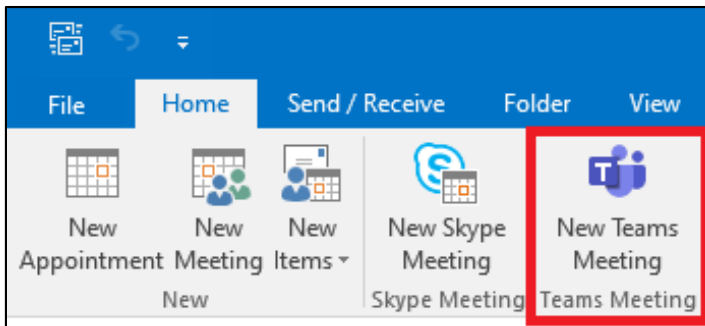
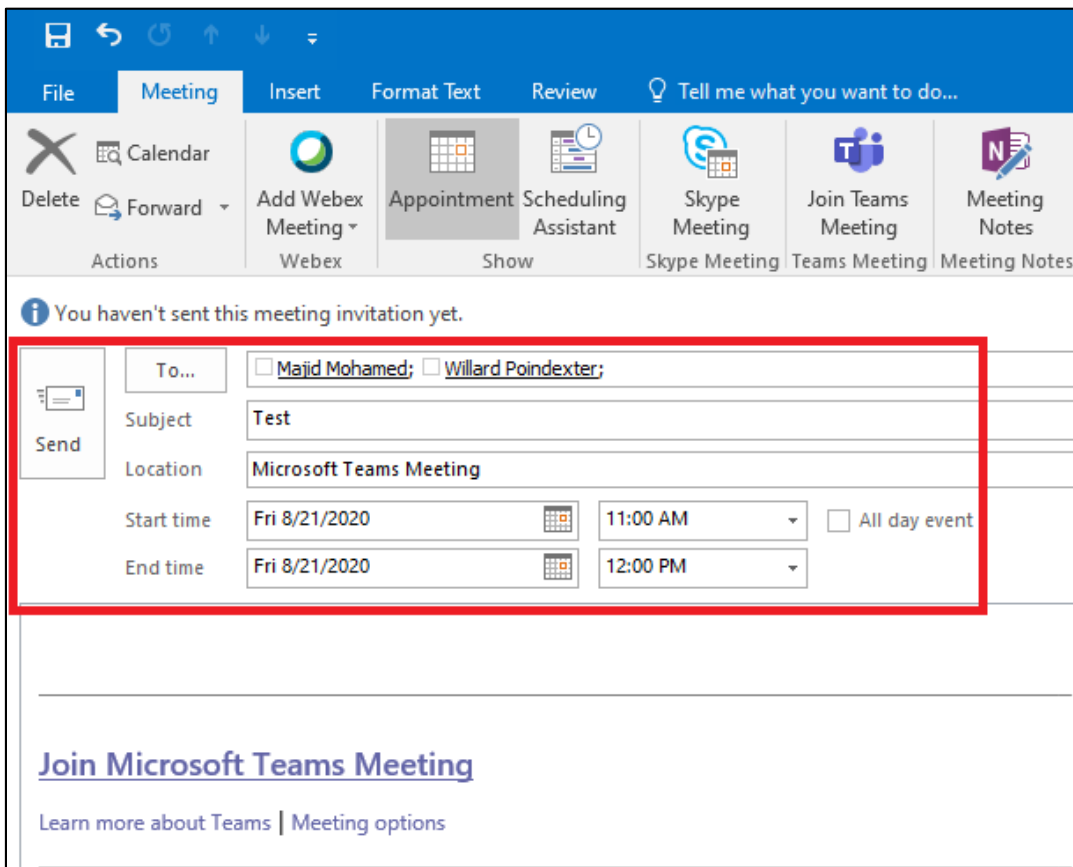


Scheduling a Teams Meeting

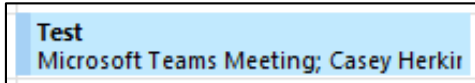
1. Open Microsoft Teams on your computer and sign in. If you do not have Teams, open the document "Teams Setup for GoTriangle Computers" and follow the instructions.
2. Open Outlook and go to your calendar in Outlook. Then click **New Teams Meeting**.



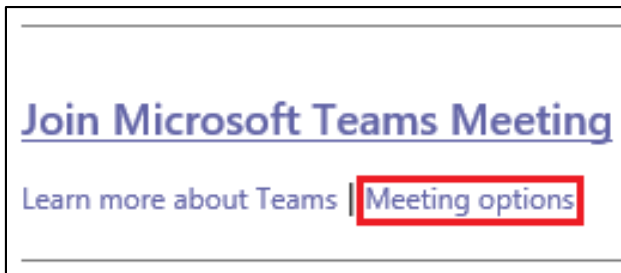
3. Fill out your meeting information and select your attendees. Then click **Send**.



4. If you would like to change any meeting options, go to your Outlook Calendar and open your meeting.



5. Click **Meeting options**.



6. Sign in with your Teams account sign-in information if prompted. Afterwards, you will see a screen where you can change your meetings options. Once you are done changing your meeting options, click **Save**.

