



Teams Meetings

After accepting a Teams Meeting Invite

1 Reminder(s)

 Racine County Weekly Project Status Meeting
11:00 AM Monday, June 29, 2020
Microsoft Teams Meeting

 Racine County Weekly Project Status Meeting 15 minutes

From the Outlook Calendar Reminder - You can join the Teams Meeting by clicking Join Online

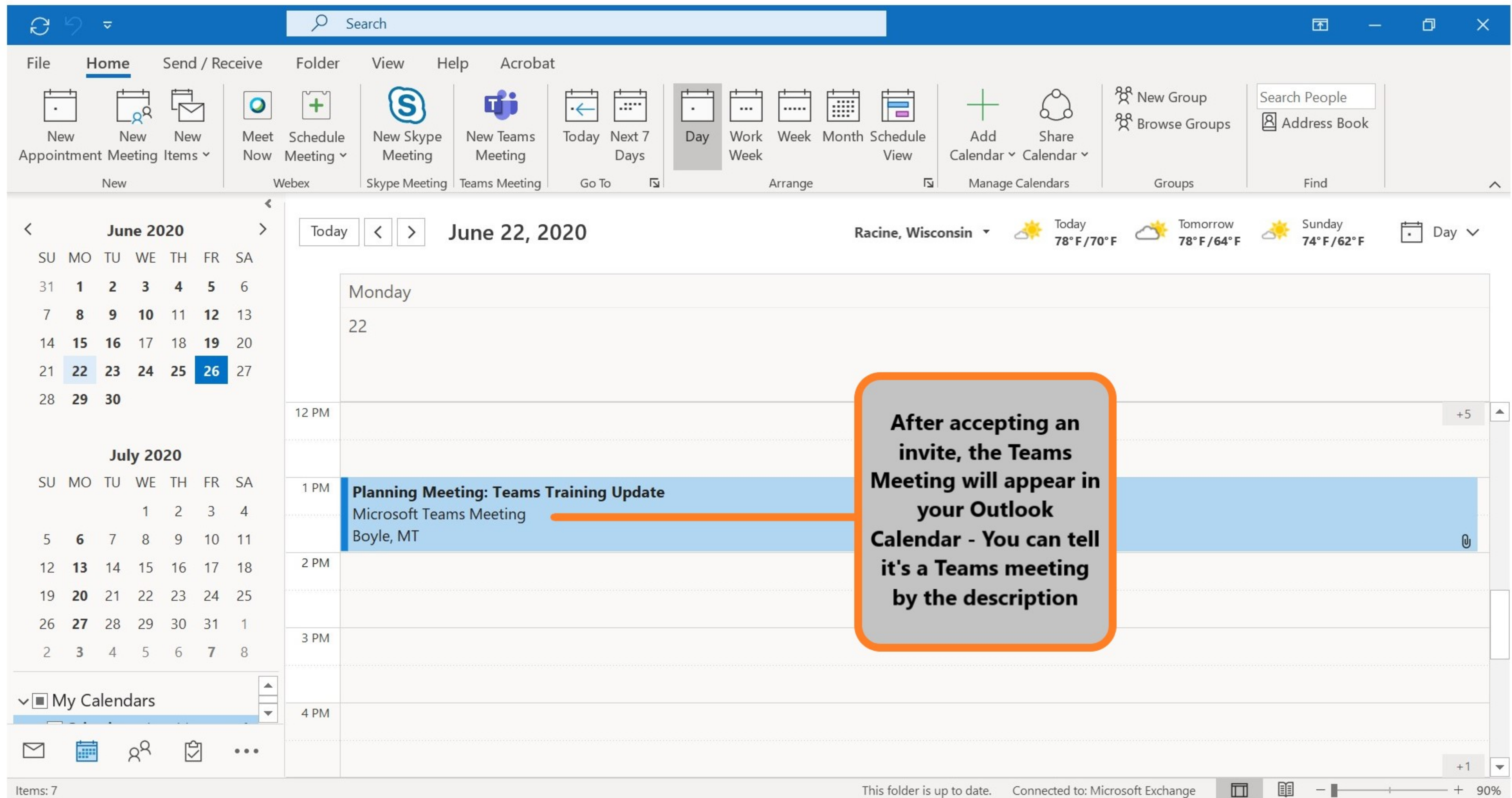
[Join Online](#) [Dismiss](#)

Click Snooze to be reminded in:
5 minutes before start [Snooze](#) [Dismiss All](#)

Outlook Calendar Reminder

Teams Meetings

After accepting a Teams Meeting Invite



The screenshot shows the Outlook calendar interface. The top ribbon includes tabs for File, Home, Send / Receive, Folder, View, Help, and Acrobat. The Home tab is active, showing various meeting and calendar options. The calendar view is set to 'Day' for June 22, 2020. A meeting titled 'Planning Meeting: Teams Training Update' is scheduled for 1 PM on Monday, June 22. The meeting description includes 'Microsoft Teams Meeting' and 'Boyle, MT'. A callout box with an orange border points to the meeting title and description, containing the text: 'After accepting an invite, the Teams Meeting will appear in your Outlook Calendar - You can tell it's a Teams meeting by the description'. The bottom of the screen shows the status bar with 'Items: 7', 'This folder is up to date.', 'Connected to: Microsoft Exchange', and a zoom level of 90%.

File Home Send / Receive Folder View Help Acrobat

New Appointment Meeting Items New Meet Now Schedule Meeting New Skype Meeting New Teams Meeting Today Next 7 Days Day Work Week Week Month Schedule View Add Calendar Share Calendar New Group Browse Groups Search People Address Book

Today < > June 22, 2020 Racine, Wisconsin Today 78° F / 70° F Tomorrow 78° F / 64° F Sunday 74° F / 62° F Day

Monday
22

12 PM

1 PM **Planning Meeting: Teams Training Update**
Microsoft Teams Meeting
Boyle, MT

2 PM

3 PM

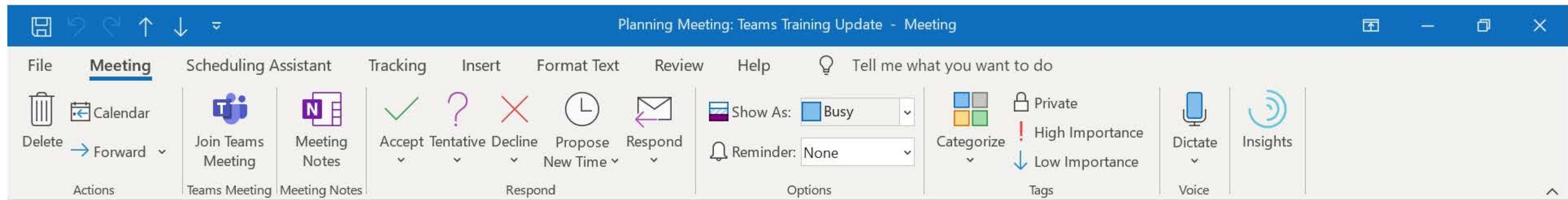
4 PM

My Calendars

Items: 7 This folder is up to date. Connected to: Microsoft Exchange 90%

Teams Meetings

After accepting a Teams Meeting Invite




Planning Meeting: Teams Training Update

Organizer Boyle, MT Sent Mon 6/22/2020 10:44 AM

Time Monday, June 22, 2020 1:00 PM-2:00 PM

Location Microsoft Teams Meeting

Response ✓ Accepted [Change Response](#)

 Teams Meeting Training Agenda 6.19.20.docx
248 KB

[Join Microsoft Teams Meeting](#)

[Learn more about Teams](#) | [Meeting options](#)

After clicking on the Calendar Item, this screen appears. It may or may not have an attachment, but once it's time to join, click on Join Microsoft Teams Meeting