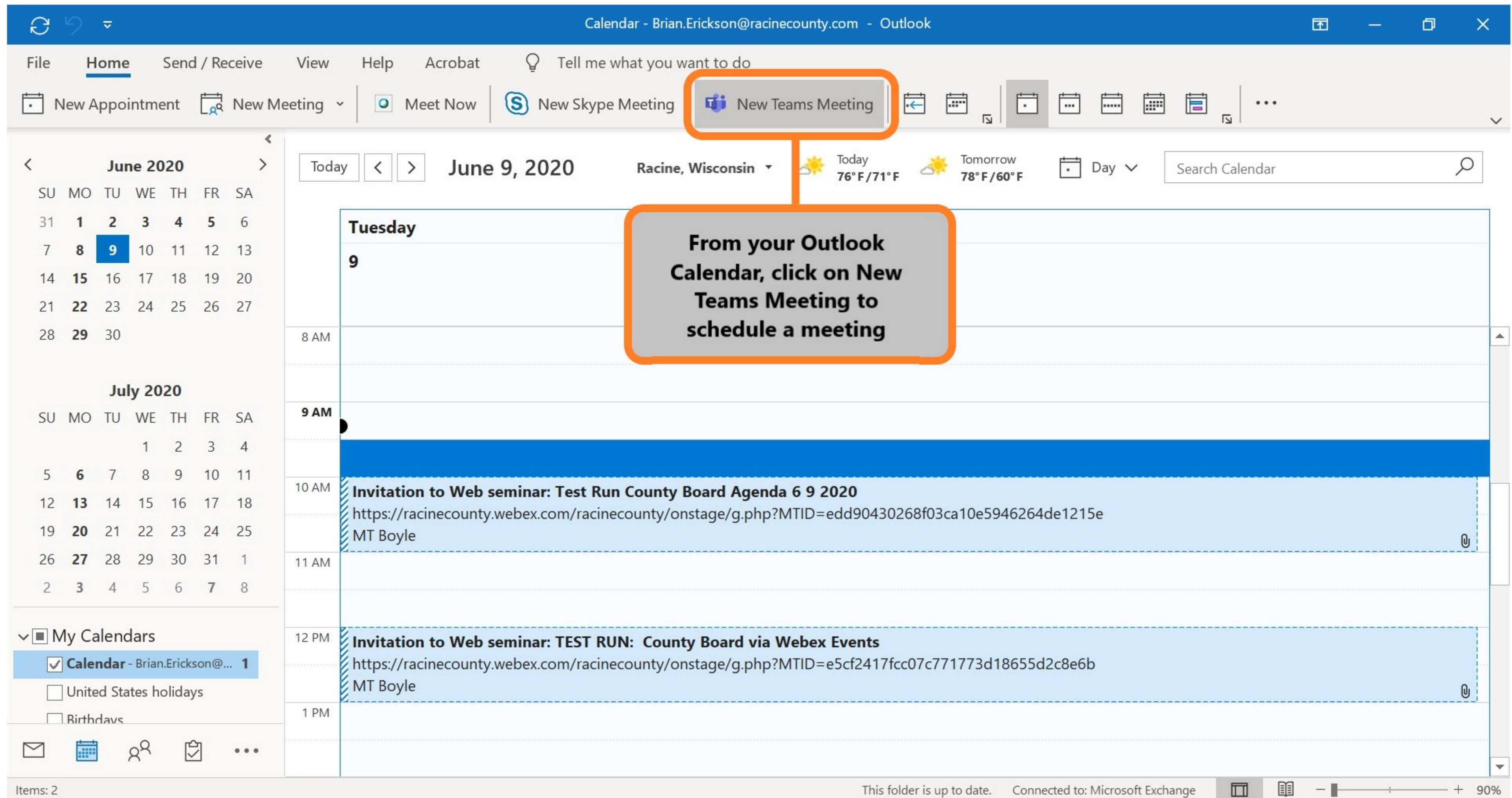


# Teams Meetings

## Schedule a meeting from Outlook



Calendar - Brian.Erickson@racinecounty.com - Outlook

File Home Send / Receive View Help Acrobat Tell me what you want to do

New Appointment New Meeting Meet Now New Skype Meeting **New Teams Meeting**

Today June 9, 2020 Racine, Wisconsin Today 76°F/71°F Tomorrow 78°F/60°F Day Search Calendar

**Tuesday**  
**9**

8 AM

9 AM

10 AM **Invitation to Web seminar: Test Run County Board Agenda 6 9 2020**  
<https://racinecounty.webex.com/racinecounty/onstage/g.php?MTID=edd90430268f03ca10e5946264de1215e>  
MT Boyle

11 AM

12 PM **Invitation to Web seminar: TEST RUN: County Board via Webex Events**  
<https://racinecounty.webex.com/racinecounty/onstage/g.php?MTID=e5cf2417fcc07c771773d18655d2c8e6b>  
MT Boyle

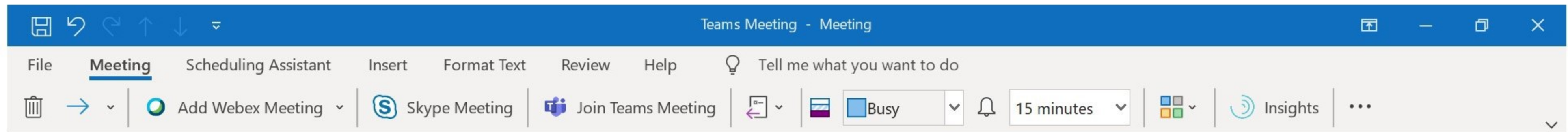
1 PM

My Calendars  
 Calendar - Brian.Erickson@... 1  
 United States holidays  
 Birthdays

Items: 2 This folder is up to date. Connected to: Microsoft Exchange 90%

# Teams Meetings

## Schedule a meeting from Outlook



 You haven't sent this meeting invitation yet.



**Once all items have been set, Click Send to send out the invitation**

**Title**

**Required**

**Optional**

**Start time**    All day  Time zones

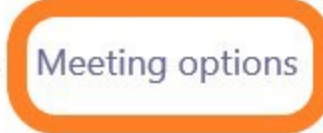
**End time**   [Make Recurring](#)

**Location**

**Enter in the Title of the meeting, add attendees from the Address book or enter outside email addresses, and schedule the time of the meeting**

[Join Microsoft Teams Meeting](#)

Learn more about Teams [Meeting options](#)



**Press Ctrl+Click on Meeting options to set Who can bypass the lobby and Who can present**

# Teams Meetings


## Schedule a meeting from Outlook

Meeting options

teams.microsoft.com/meetingOptions/?organizerId=b5d05bff-9fca-4450-84c1-2fdf9c42d2a2&tenantId=e0842d9d-df7a-4f40-97eb-44cc622f10ab&thr...

Apps Real Estate Tax Parcel Software & Services... Tyler Technologies... What is Custom Se... How to Get Informa... Python Programming

Other bookmarks



### Unscheduled meeting

Erickson, Brian R.

### Meeting options

Who can bypass the lobby?

Who can present?

**Select from the dropdown who can bypass the lobby (a waiting room) and can go directly into the meeting**

People in my organization

Everyone

People in my organization and trusted organizations

People in my organization

Save

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# Teams Meetings

## Schedule a meeting from Outlook

Meeting options

teams.microsoft.com/meetingOptions/?organizerId=b5d05bff-9fca-4450-84c1-2fdf9c42d2a2&tenantId=e0842d9d-df7a-4f40-97eb-44cc622f10ab&thr...

Apps Real Estate Tax Parcel Software & Services... Tyler Technologies... What is Custom Se... How to Get Informa... Python Programming Other bookmarks



### Unscheduled meeting

Erickson, Brian R.

### Meeting options

Who can bypass the lobby? People in my organization

Who can present? Everyone

**Select from the dropdown on who can present documents (i.e. Word, Excel, PowerPoint, etc), or share their screen. Click on the Save button once finished and then close the window with the (X) at the upper right of the screen**

Everyone  
People in my organization  
Specific people  
Only me

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