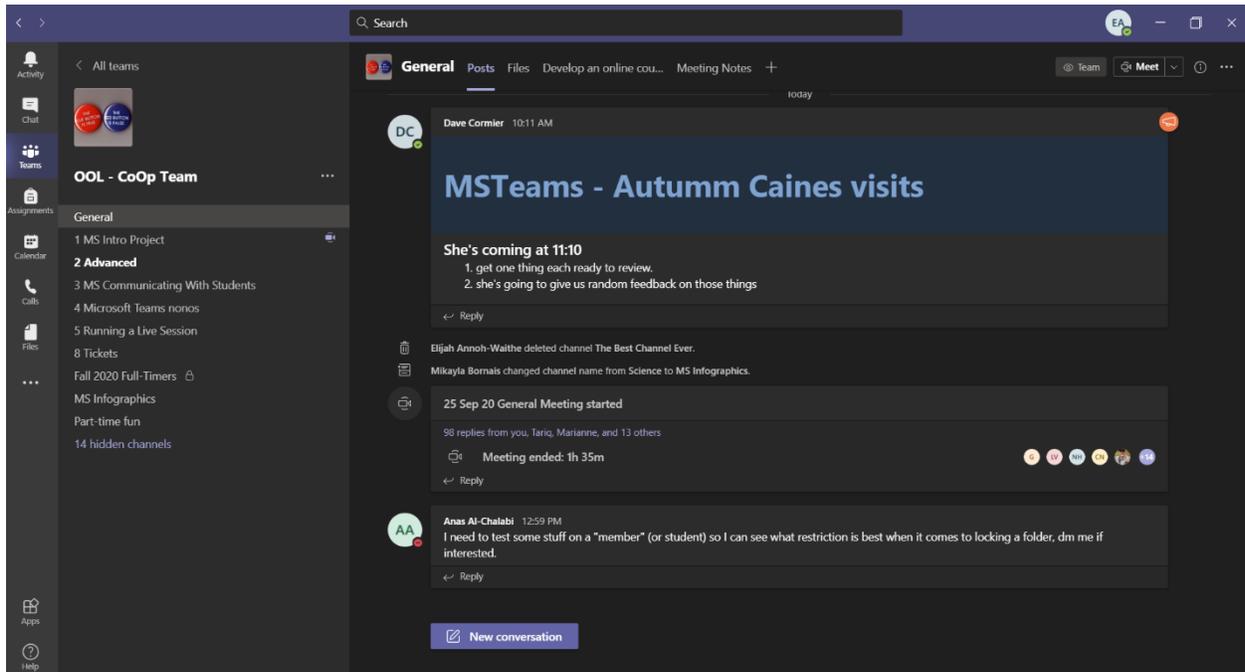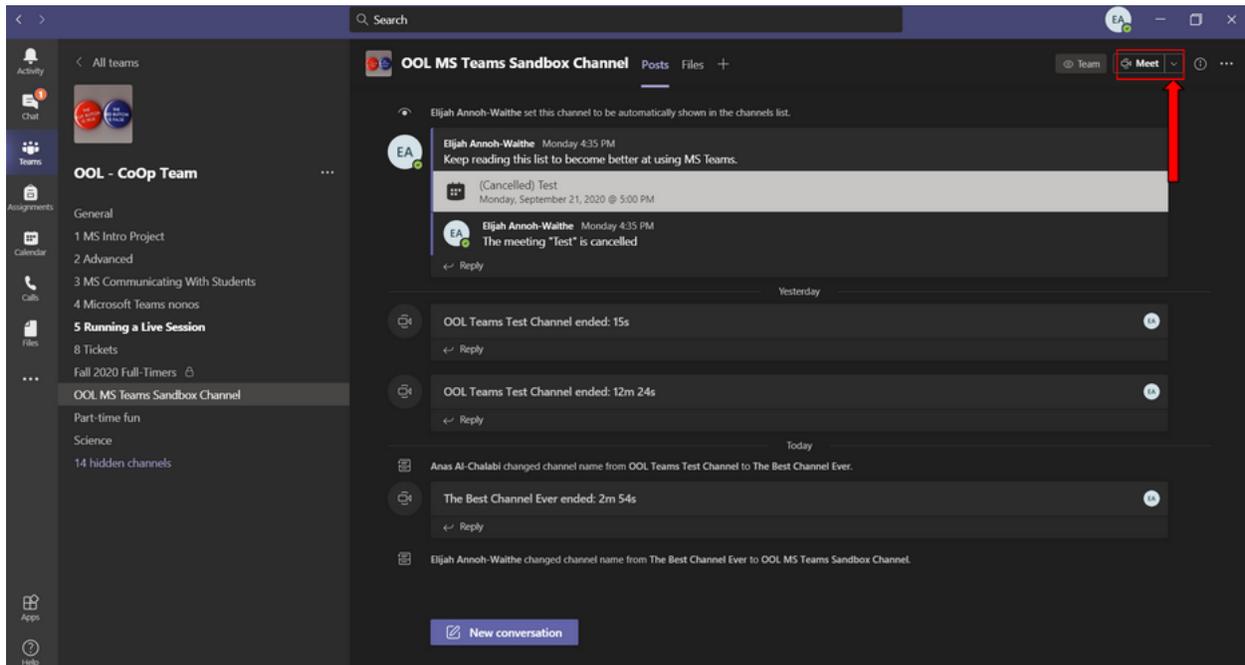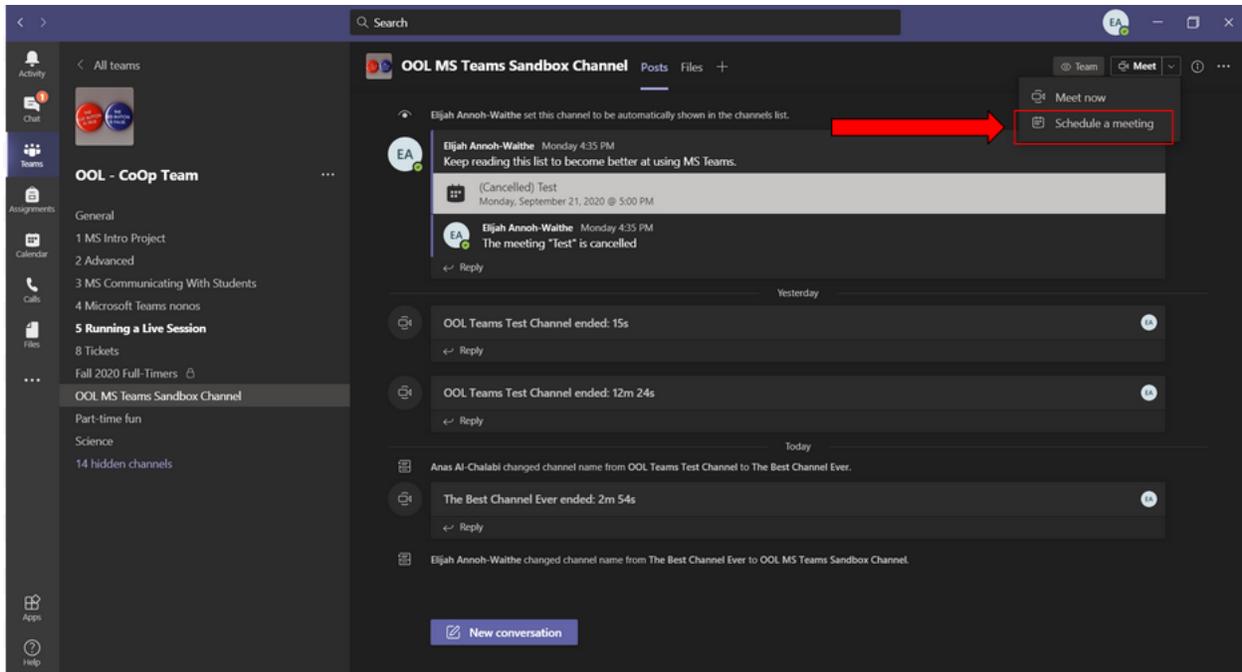# How to Schedule Meetings in Microsoft Teams

Scheduling Meetings in a Channel

Step 1: Within MS Teams, navigate to the channel where you intend to hold your meetings. We recommend using the **General** channel for this task.
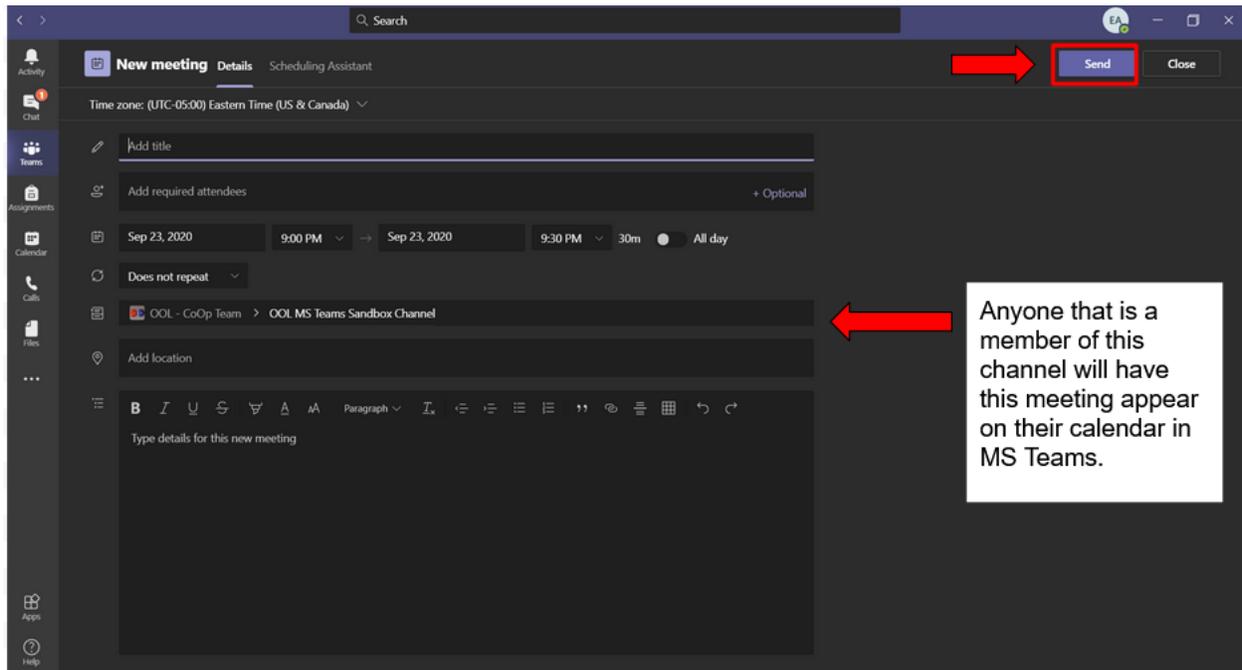

**Step 2:** Click the downward arrow next to **Meet** and select **Schedule a meeting**.

Step 3: Choose the settings for your meeting, such as the title, date, and time. Once you have finalized the details of your meeting, click **Send**.

Anyone that is a member of this channel will have this meeting appear on their calendar in MS Teams.
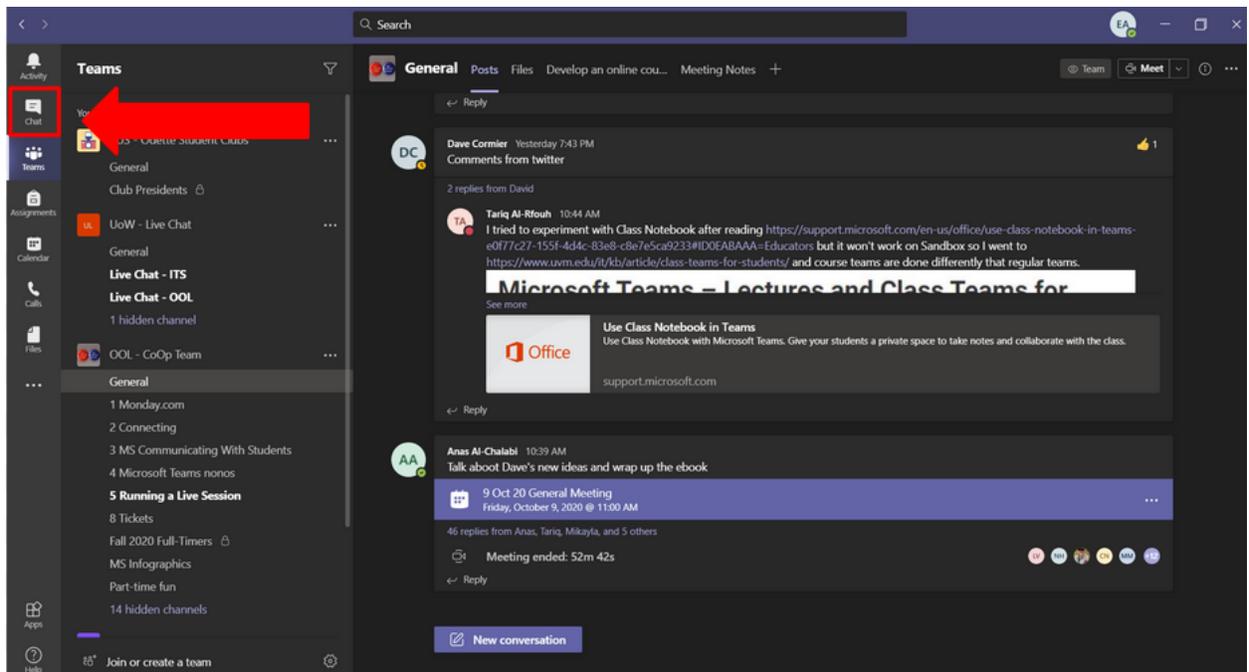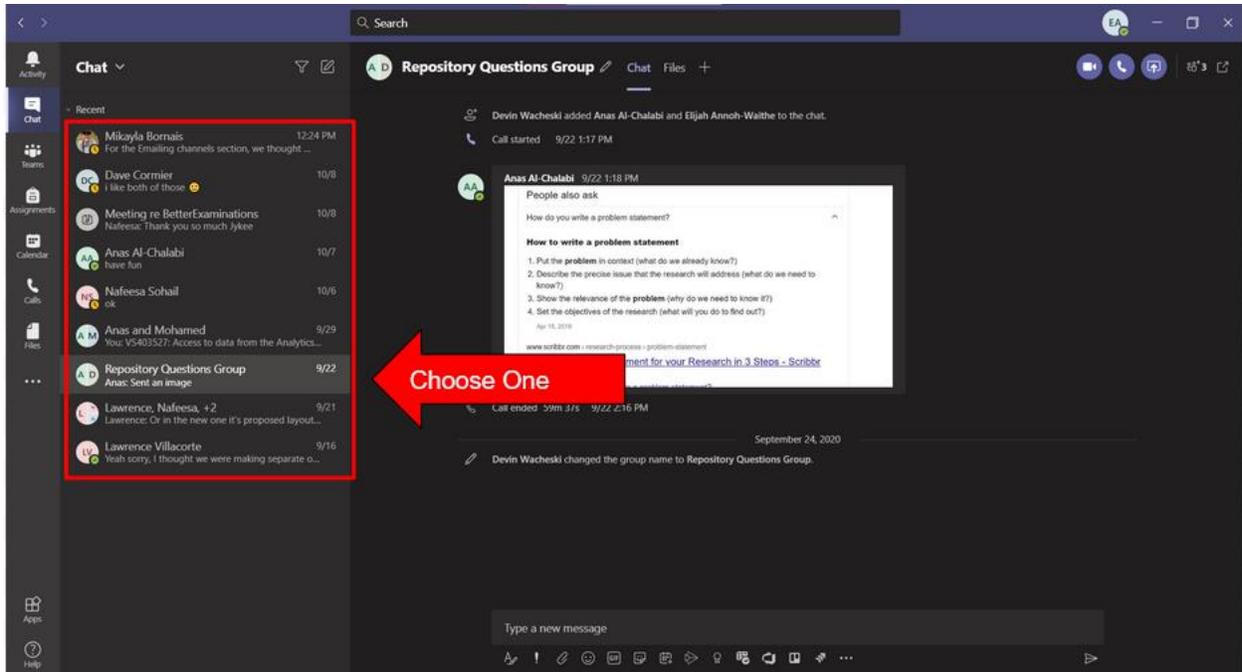
Completed: Congratulations! You have just scheduled your first meeting. For reference, the image below shows how this feature appears to students.
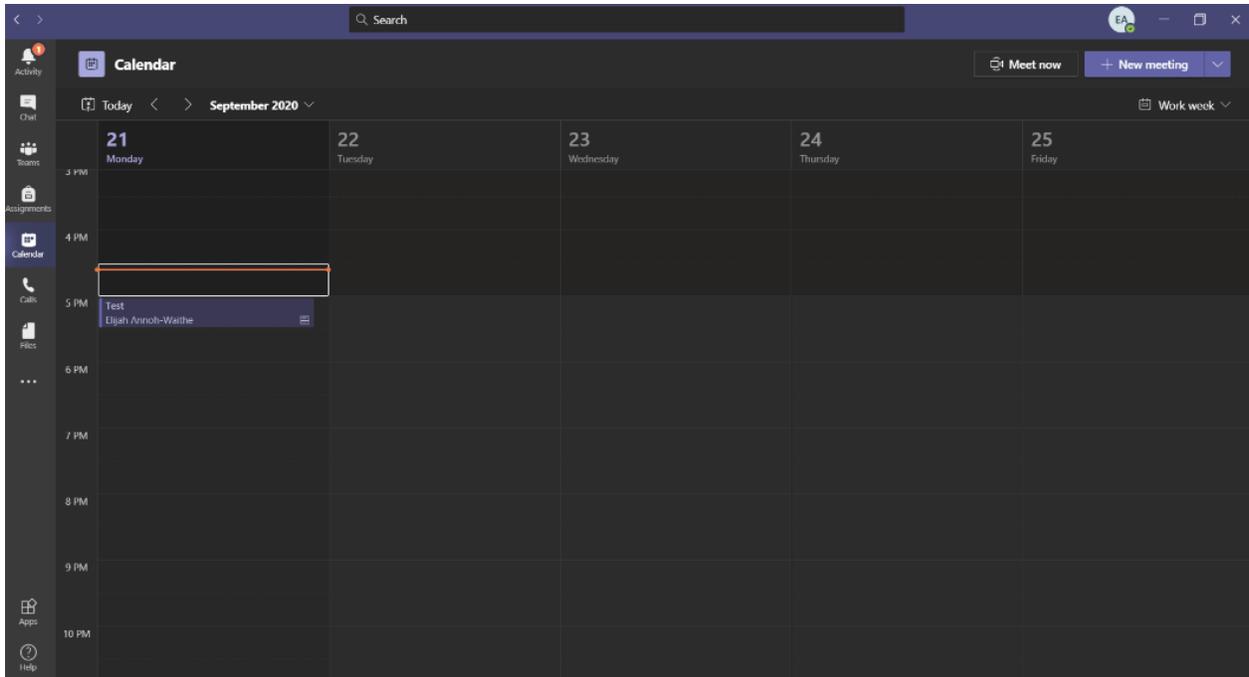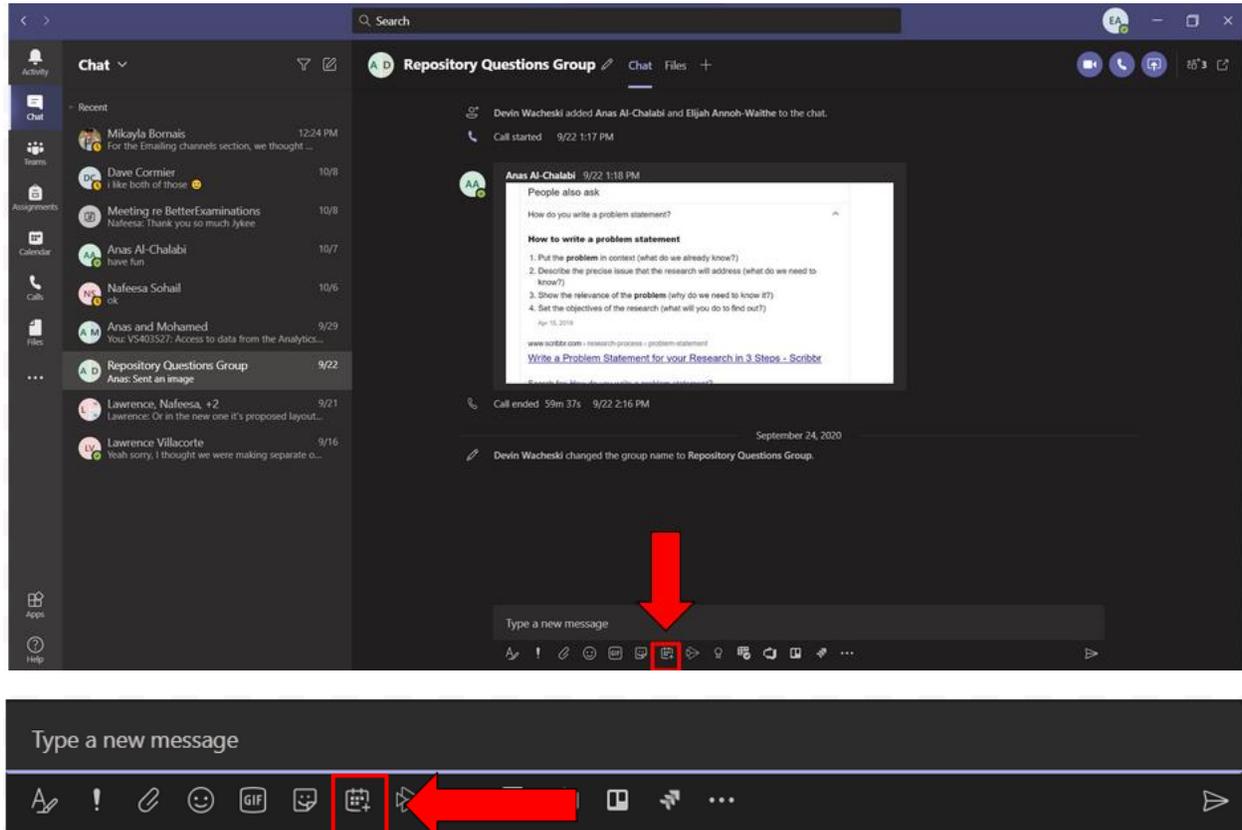
Scheduling Meetings in a Private Chat

Step 1: Navigate to the **Chat** section in MS Teams. Select the chat that you want to schedule a meeting for.

Step 2: Select **Schedule a meeting** from the options below where you would usually type your message.

Step 3: Enter the details of your meeting and select **Send**. The meeting will now appear on the MS Teams calendars of you and your invitees.