

Tips and How-To: [Scheduling with Outlook Calendar \(specific participants\) or Teams Meet button \(everyone within the team channel\)](#)

Have you meant to schedule a meeting with 3 people but invited 30 or more on accident? As we get used to the new DoDEA communication method, it may take a little getting used to. Here are a few tips and things to consider.

At this time, there are two main services you can use to schedule future meetings. An additional option is available once you have Office 365 desktop apps and your Outlook mail has been migrated.

1. [Outlook Calendar](#) - including online or the mobile app for those with Office 365 installed.

- Outlook Calendar is the current recommended option to use when you want to schedule a meeting with **specific individuals in the future**. This is the recommended option because it is available to everyone with Teams installed. Plus, it's what we've always done so there's not much to learn. Just choose the calendar option "New Teams Meeting" instead of "New Skype Meeting".
- What's **new** is that non-DoDEA guests (and staff who do not have M365 accounts yet) can join our Teams meetings without additional IT intervention. That means no longer struggling to find a web conferencing tool for basic meetings with external vendors or contractors.
- You do **not** need to create a team in order to schedule a Teams meeting. Schedule a meeting or use chat for immediate or short-term conversations or tasks. Teams are intended for long-term group collaboration.
- If you do not see the option to schedule a Teams meeting in Outlook, you may not have the desktop version of Teams installed properly. Please enter an [IT Service Request](#) (ITSR) into the Global Service Desk.
- Calendar features within Teams do not work if you do not have your mailbox migrated to Office 365 yet. Since Outlook mail migration can take a few hours to complete, it will be rolled out as staff can take a bit of time away from pressing tasks.

2. **Teams Channel "Meet" button** – Use only if you want to allow **everyone** in the channel to join.

- The Meet button in the top right is used when you want to meet with **everyone in your team channel**.
- Using the team's Meet button will display the meeting in the Posts feed within the team and send an email to **all** team channel members. Do **not** use the Meet button for "private" meetings.
- If you accidentally start a meeting for an entire team channel, cancel it to prevent everyone trying to join.

3. **Teams Calendar App** - *Only if you have been fully migrated to Office 365.*

- If you have all Office 365 desktop apps and have your email connected to Outlook.com, you can schedule meetings directly within Microsoft Teams using the Calendar app on the left sidebar.
- To verify your version of Outlook, open Outlook on your computer. Then, select the "File" tab > "Office Account", "Account," or "Help". On the right, it will display some version of "Office 365" if you have been upgraded to Office 365. If you do not have Office 365, you cannot use the Calendar app within Teams.
- Be sure that you verify the participant list - both channels and individuals.
- Office 365 desktop apps and Outlook/Exchange online will be available to staff in the coming months.
- Interested in early access to Office 365 desktop apps? Consider becoming part of the [DoDEA Champion Program](#), which will get early access when the project team rolls out the service.

Remember: Use a meeting or chat for immediate or short-term conversations or tasks - you should **not** create a team for this. Do **not** use the Meet button within a team *unless* you are certain you want to meet with **everyone in the team channel**. If you do not see the option to schedule a Teams meeting in Outlook, please enter an [IT Service Request](#) (ITSR) into the Global Service Desk for assistance. If you cannot schedule a meeting using the Calendar app in Teams, you likely do not have Office 365 installed yet. Consider becoming a [DoDEA Champion](#).