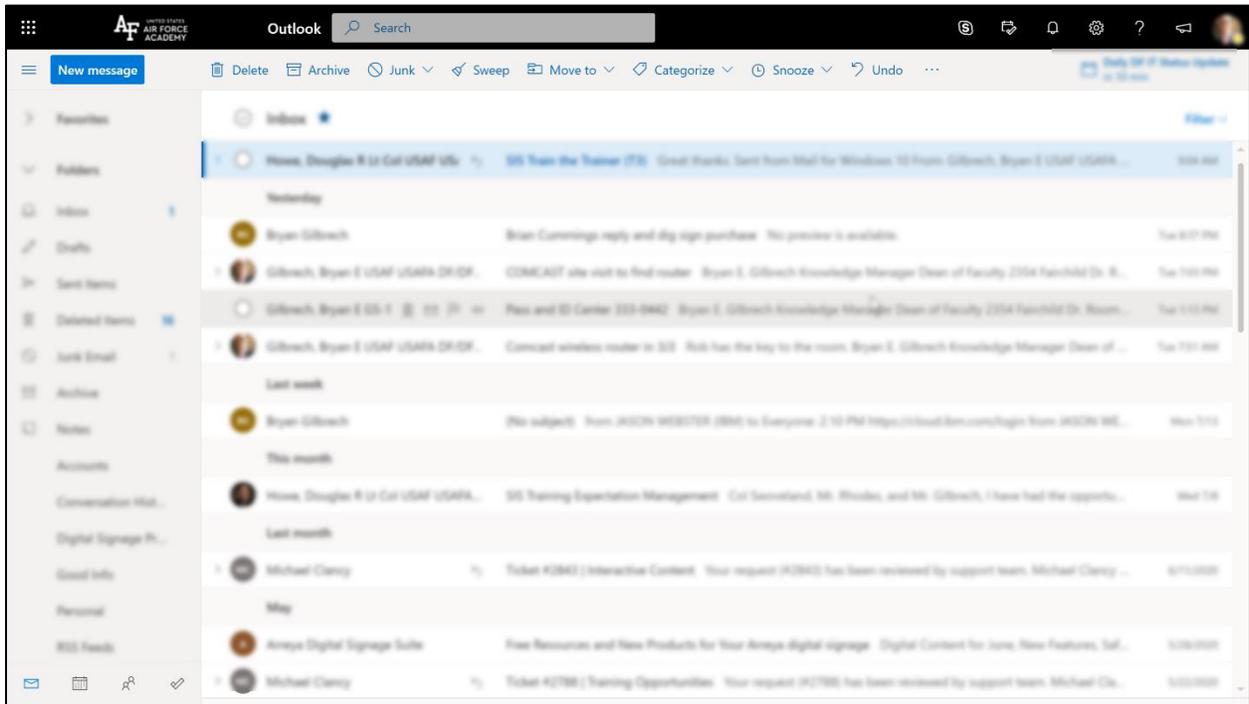
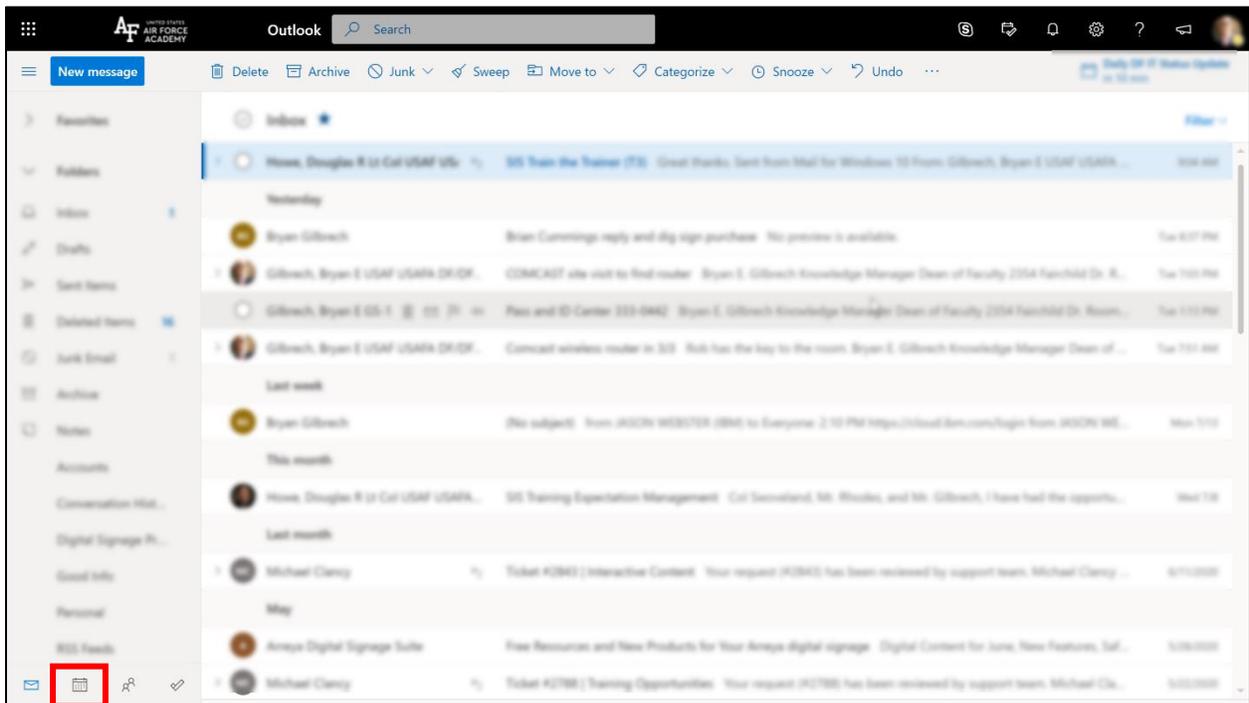


How to create a calendar invite within O365 webmail.

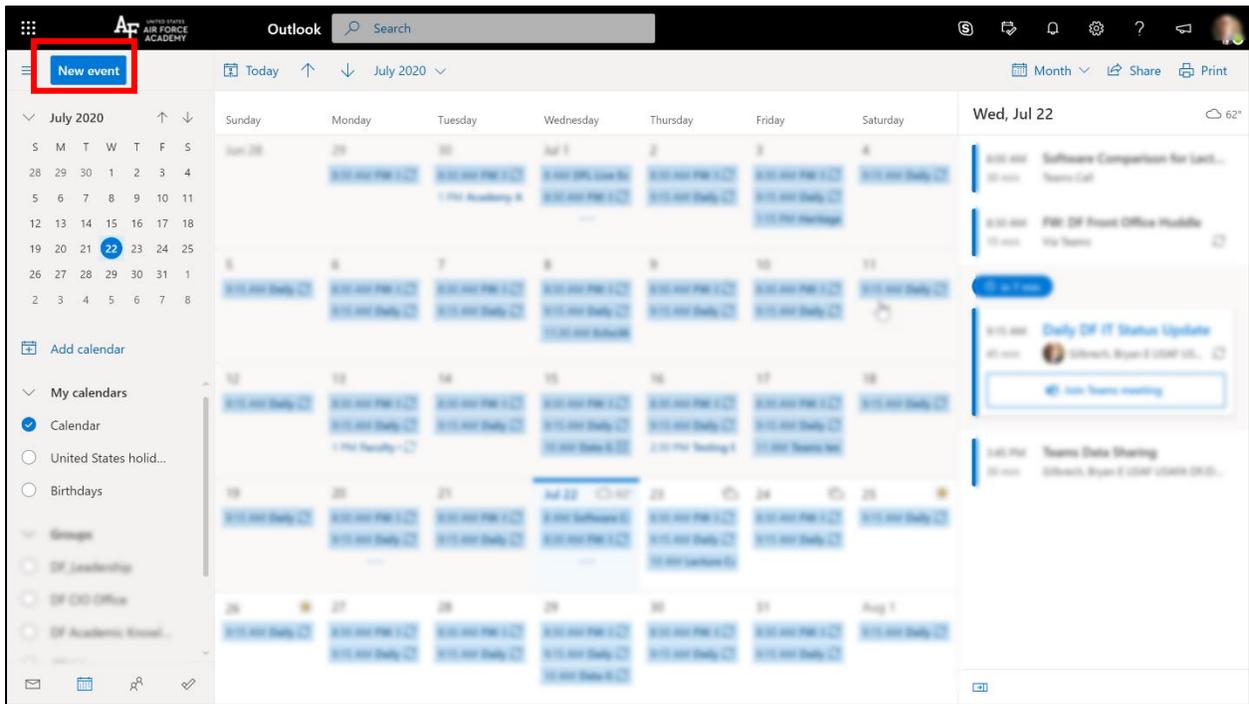
Step one. Open O365 webmail. [https://outlook.office365.com/mail] If you are not logged into the O365 Environment you may be prompted for credentials.



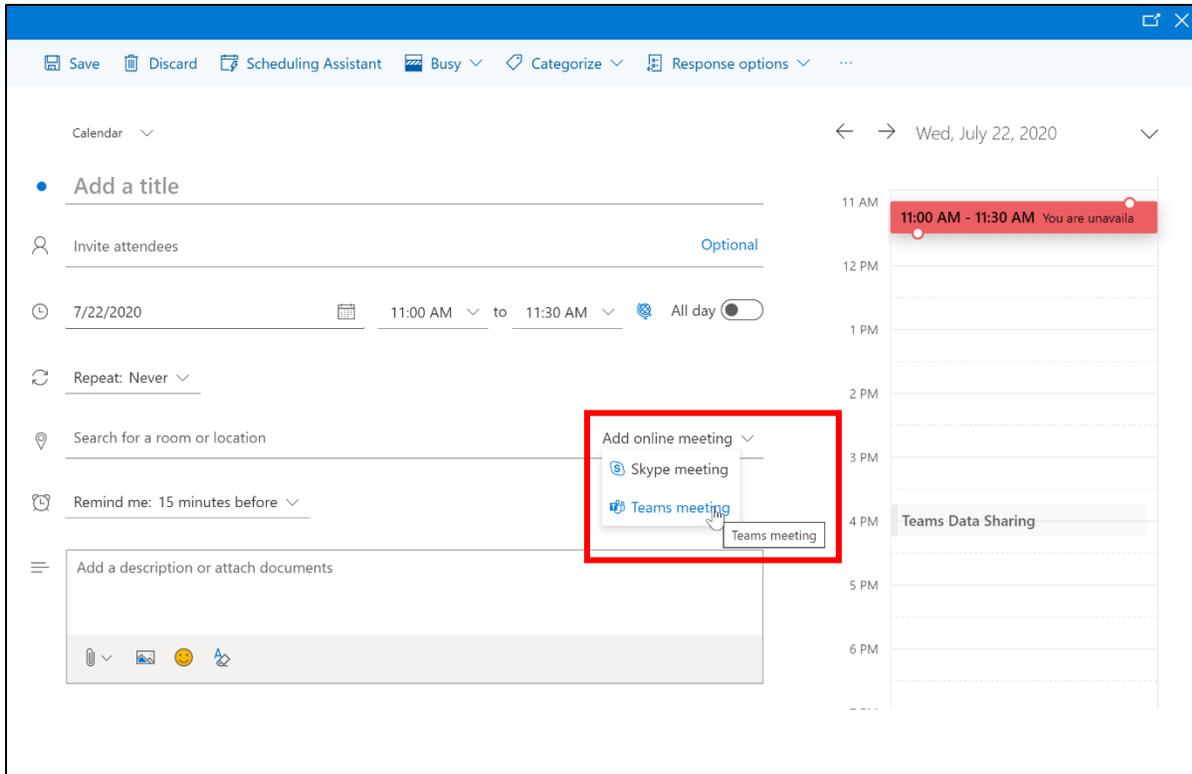
Step two: Select “Calendar Icon” at the bottom of left pane.



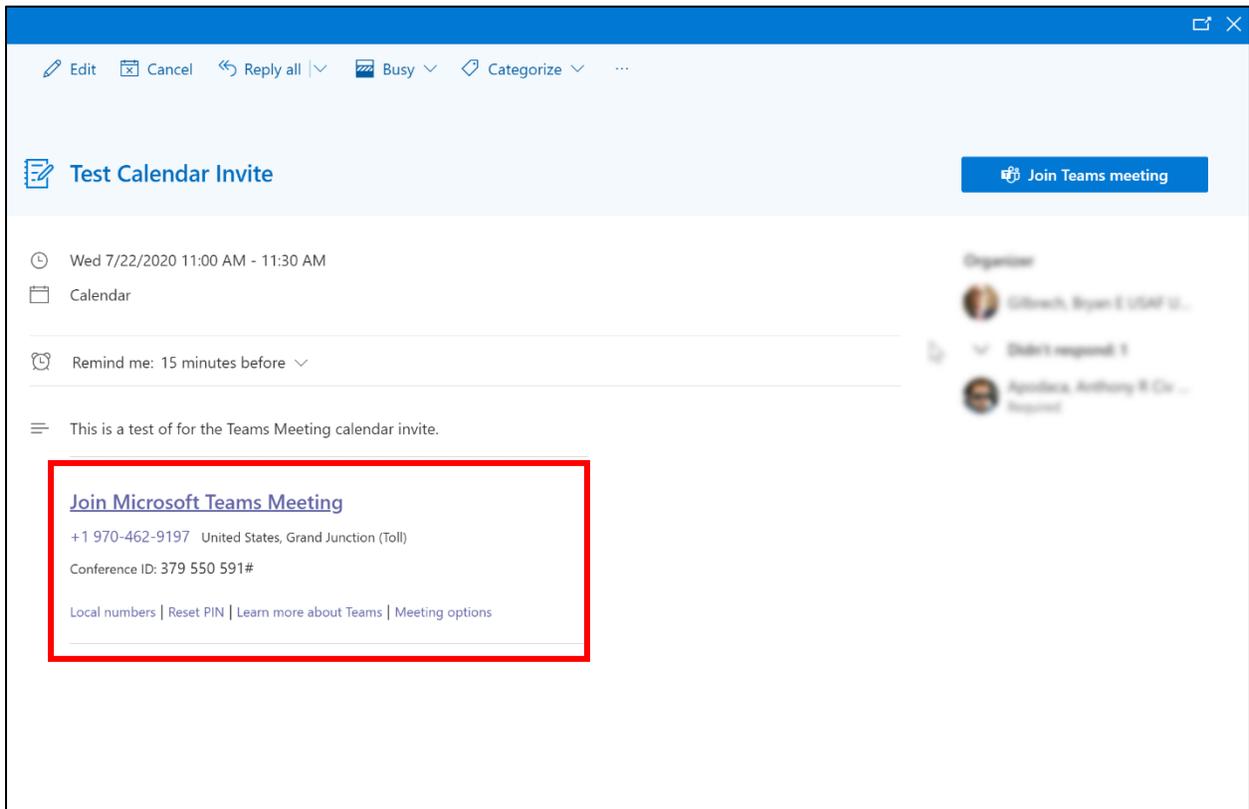
Step Three: Select “New Event”.



Step four: Fill out required information to create invite and select “Save”. Of note, Professors and Advisors may have two email addresses (EDU and afacademy.af.edu). Use the address(es) provided in the syllabus or is provided by the Professor or Advisor as their preference. Additionally, if you desire to have a Teams video meeting you select the drop down “Add Online Meeting” and then select “Teams Meeting”.

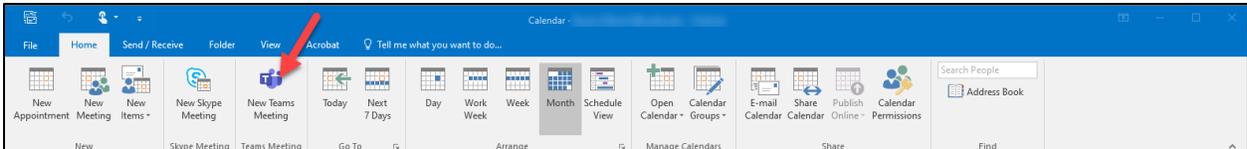
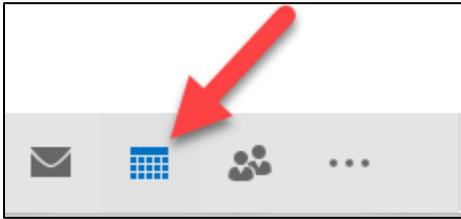


Step five: Confirm Teams video meeting information is present in calendar invite. Go to calendar and then double click invite and verify meeting details are present.



How to create Teams invite within EDU Outlook client.

Step One: Go to Calendar (bottom left) and select “New Teams Meeting” from the top ribbon bar.



Step Two: Fill out invite with participants, subject and date/time and select “Send”. Note the Teams meeting join link is populated in the body of the invite.

