

# How to create and join meetings on Microsoft Teams

Microsoft Teams is a chat-based collaboration platform complete with document sharing, online meeting, and many other extremely useful features for business communication.

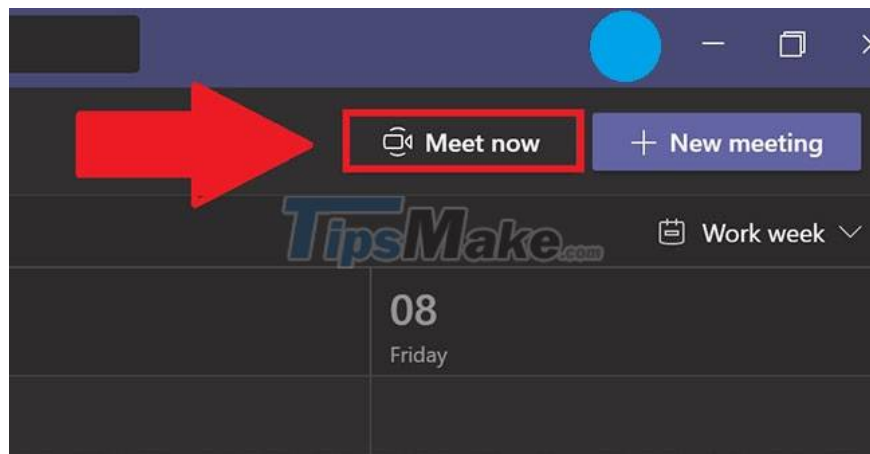
In today's article, readers let **Tipsmake** learn how to create and join meetings on Microsoft Teams.

## How to create a meeting on Microsoft Teams

There are a number of different ways to start a meeting in Teams with just a few clicks.

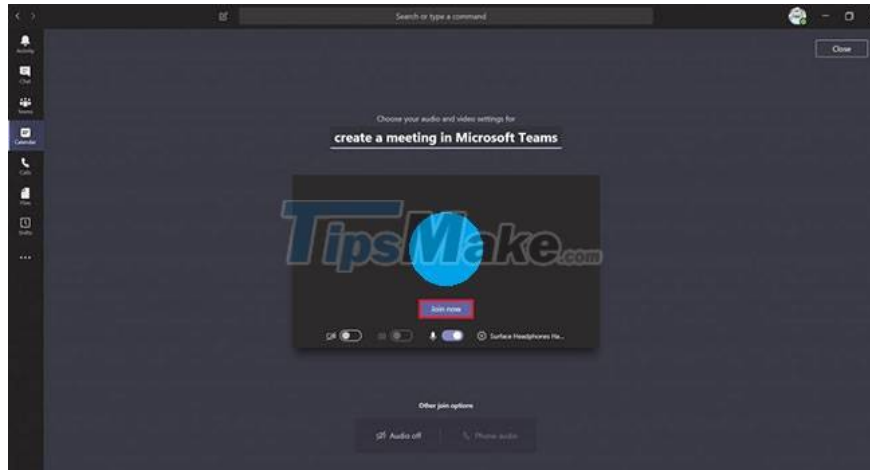
### From your calendar

Step 1. Go to **Calendar** on the left side of Teams, then select **Meet now** in the upper right corner.



Step 2. You will get a chance to set up a few things before starting the meeting. Give it a title, choose whether you want to use the video and choose your favorite audio source.

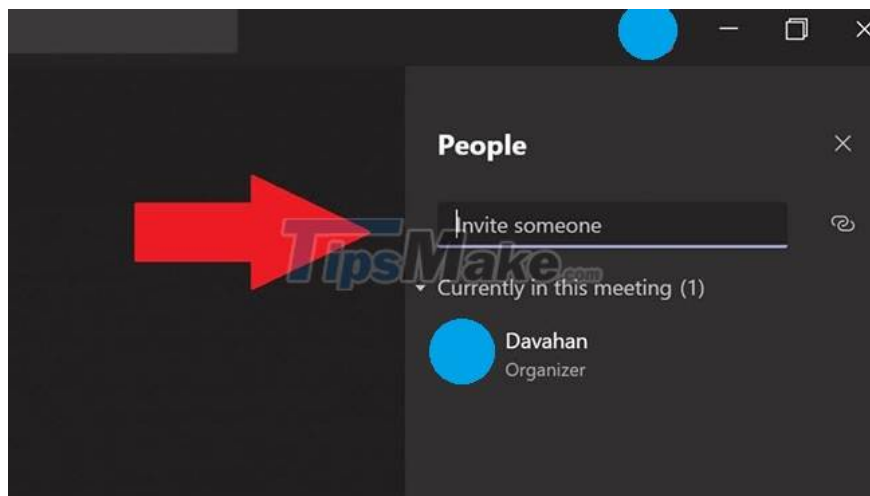
Step 3. When you're ready, tap **Join now** .



Your meeting has now started and is in progress. You just need to invite everyone to join you.

To invite people to join the meeting, follow the steps below:

Step 1. Start typing the name or phone number of the person you want to invite in the box below **People** in the top right. Select them when they appear in the list and they will receive a call immediately.



Step 2. Another option is to copy the meeting link and send it to anyone you want to meet. They can then join by choosing that link. Just choose **Copy join info** and paste the link into the message.

If you don't have the ability to schedule a meeting in Outlook or Teams, starting an instant meeting is a great option. Just like scheduled meetings, everyone attending your meeting will continue to have access to the meeting chats, recordings, and anything else everyone shares during the meeting ( files and meeting notes), even after the meeting ends.

To rejoin the same meeting at any time, find the meeting's chat section in your chat list and select **Join** .

## In one channel

To start an instant meeting in a channel:

Step 1. Go to **Teams** on the left side of the application. Select the channel you want from the list.

Step 2. In the **Posts** tab , find the **Meet** button in the upper right corner. From the drop-down menu, select **Meet now** . Or, to keep the context of a specific conversation, select **Reply** below any post, then select the **Meet now** button just below the box where you enter your message.

Step 3. Set a title for your meeting and choose whether or not you want to include the video.

Step 4. When you're ready, hit **Join now** .

Your meeting has now started and is in progress. Anyone in the channel can join that meeting.

To invite everyone you do the following:

Step 1. Start typing the name or phone number of the person you want to invite in the box below **People** in the top right. Choose when their first name appears in the list and they will receive the call immediately.

Step 2. You can also invite people by copying the meeting link and sending it to anyone you want to meet. Just choose **Copy join info** and paste the link in the message.

## How to join a meeting on Microsoft Teams

### Join by computer or laptop

Follow these steps:

Step 1. Go to **Outlook**> **Calendar** and open the meeting request.

Step 2. Select **Join Microsoft Teams Meeting** .



### Join using the web app once Teams is installed

If the desktop version of Teams is installed on your computer but you are unable to join the meeting, follow these steps to join with the Teams web app:

Step 1. In the meeting request, right-click **Join Microsoft Teams Meeting** and choose **Copy Hyperlink** .

Step 2. Paste the meeting link into the browser address box and add? Sl = 1 at the end. For example:

`https://join.contoso.com/meet/patrick/ABCDEFGH?sl=1`

Step 3. Press **Enter** to join the meeting with the Teams web app.

If you don't have a desktop version of Teams, you can use the Teams web app to join meetings from a Windows or Mac computer with a supported browser installed.

You don't have to download anything, just follow these steps:

Step 1. Go to **Outlook > Calendar** , open the Teams meeting request and select **Join Microsoft Teams Meeting**

Step 2. Do one of the following:

1. Enter your name and select **Join the meeting** .
2. If the meeting request is from someone in your organization, choose **Sign in if you are from the organizer's company** or **Sign in if you are an Office 365 user** .

**Tips:**

If you're having trouble joining a meeting, open a private browsing session in Internet Explorer and try joining the meeting again.

Hope you are successful.

You finished reading the article "**How to create and join meetings on Microsoft Teams**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.