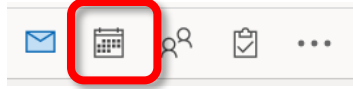
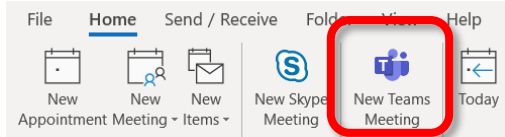


## Scheduling a Teams Meeting with Someone Outside of USF (Outlook)

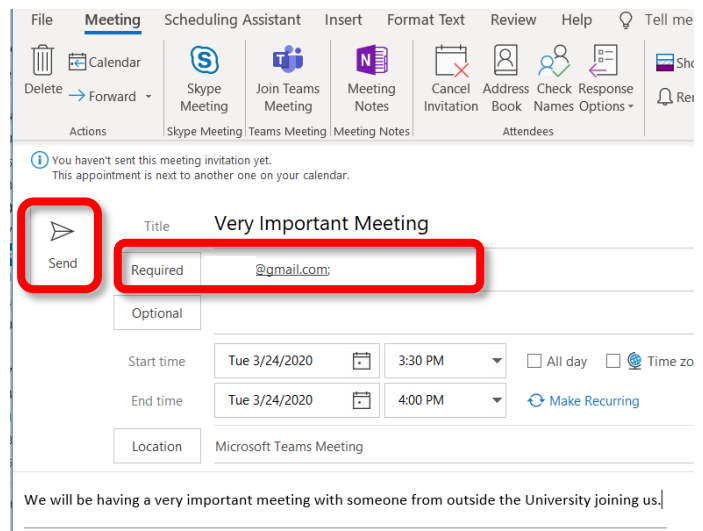
1. Open your Outlook desktop application
2. Click on the **calendar icon** in the lower left corner of your screen.



3. Click **New Teams Meeting** in the ribbon at the top of the screen.



4. Fill out the information that you would like to include in the meeting invite such as the title and time.
  - a. In the **Required** section you will enter the email address of those you would like to invite to the meeting, including those outside of USF.



5. When all the meeting information has been added, click “**Send.**”

6. The event is placed on your calendar and those who you added also received a calendar invite, even if they are not affiliated with USF.

*For assistance please [submit a ticket to the Technology Support Center](#) and a representative will follow up as quickly as possible.*