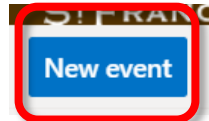


Scheduling a Teams Meeting with Someone Outside of USF (webmail)

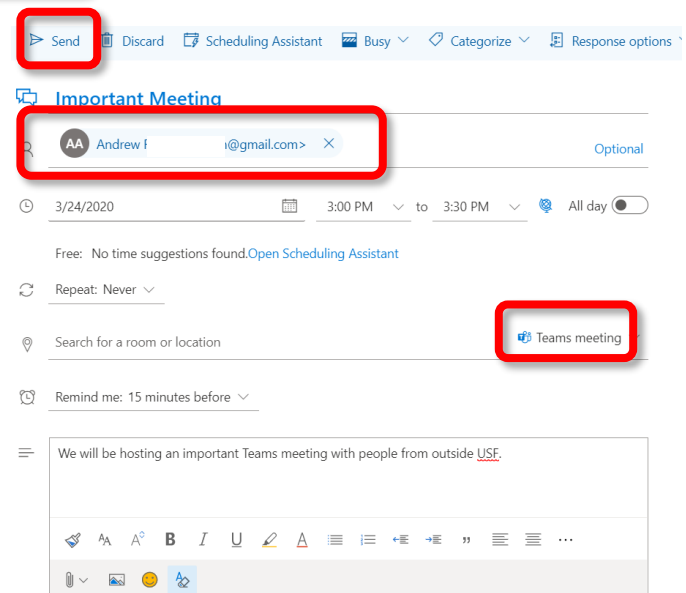
1. Open your Webmail
2. Click on the **calendar icon** in the lower left corner of your screen.



3. Click **New event** in the top left corner 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 **Invite attendees** section you will enter the email address of those you would like to invite to the meeting, including those outside of USF.
 - b. In the **Location** section, click **Add online meeting** and select **Teams meeting**.



5. When all the meeting information has been added, click **“Send”** in the top left corner of the event window.
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.

