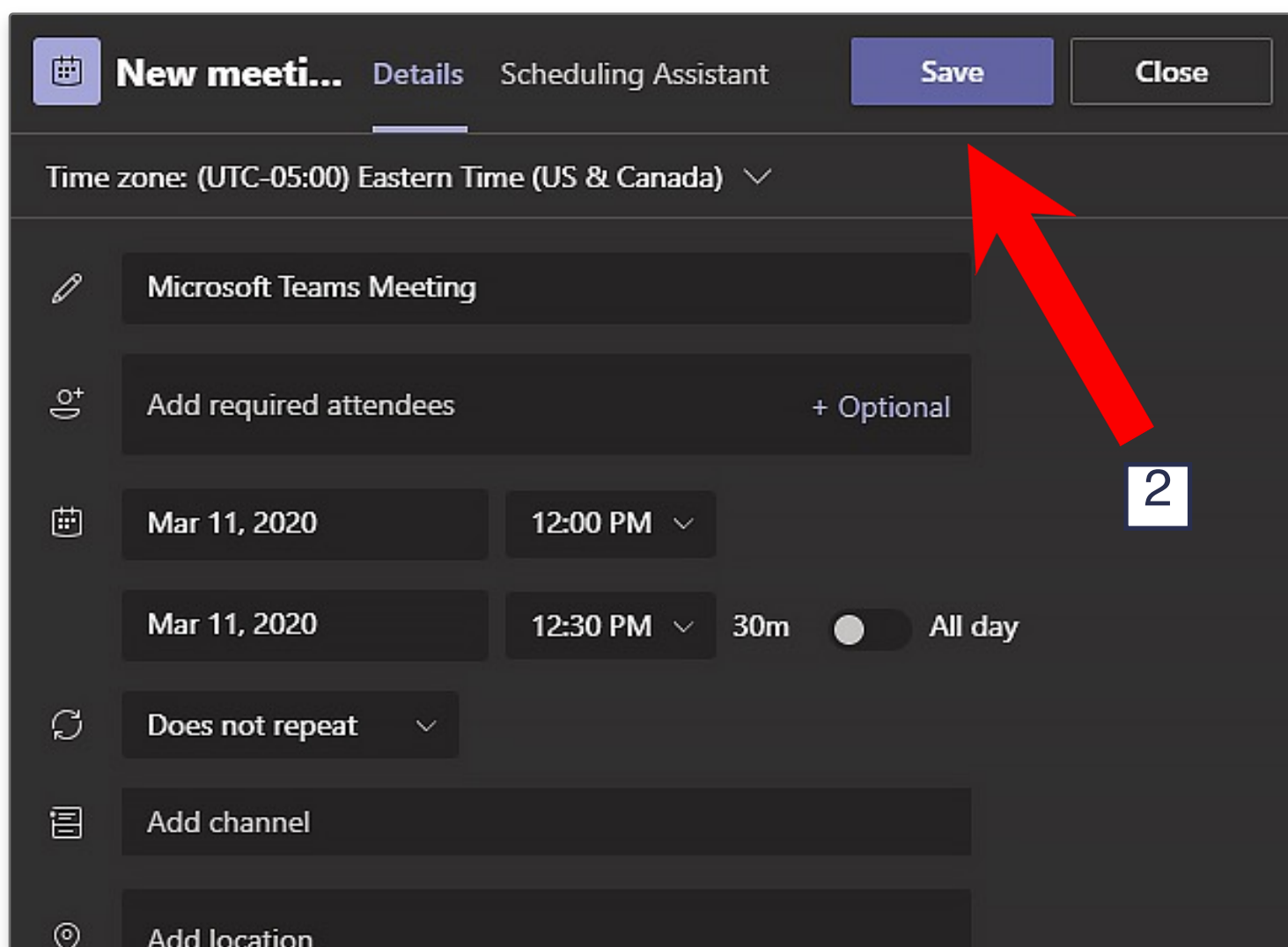# Schedule a Meeting in Microsoft Teams

In Teams, the calendar is directly connected to your Exchange/Office365 calendar. When you schedule a meeting in Outlook, it will show up in Teams, and vice versa. Every meeting scheduled in Teams is automatically made into an online meeting, and **supports up to 250 participants**. If your meeting requires more than 250 participants, you will need to host a Live Event instead. **Contact us** to schedule training for hosting a Live Event.

To schedule a meeting in Microsoft Teams:

Step 1: Go to **Calendar** 📅 on the left side of the app and select **New Meeting** at the top right of the app.

Similar to Outlook, the scheduling form is where you'll give a title to your meeting, invite people, and add meeting details. You can also use the Scheduling Assistant to find a time that works for participants.


Step 2: Once you're done filling out the meeting details, select **Save** in the top right corner. This will close the scheduling form and send an invite to all attendees.

Schedule a Teams Meeting in Microsoft Teams

## Locating the Join Link for a Scheduled Meeting in Microsoft Teams

Once a Teams meeting has been scheduled, it is automatically added to the meeting organizer's calendar and all participants calendars.

If you wish to copy the Join link for pasting in Canvas or in an email:

Step 1: Go to **Calendar** 📅 on the left side of the app and select the upcoming scheduled meeting.
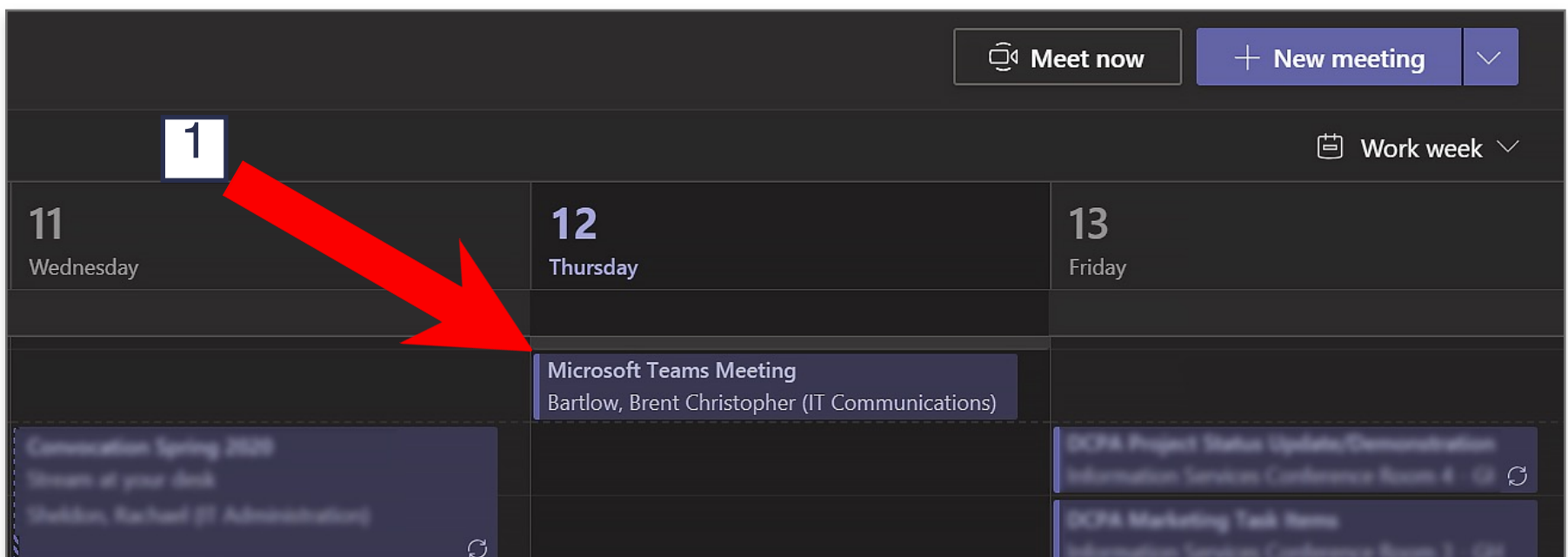
Step 2: The Join link will be listed in the Description field. Highlight and copy the links by either right-clicking on the highlighted text and choosing **Copy**, or using keyboard shortcuts.
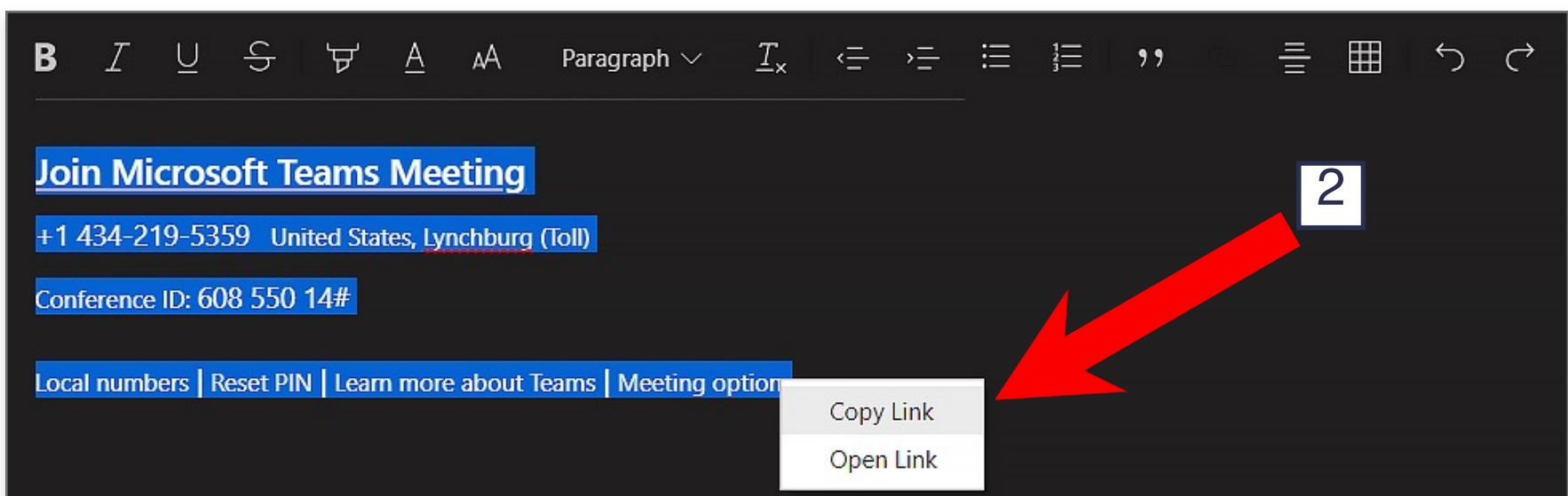
The Join link is now ready to be pasted in either an email or Canvas post/email.

Note: *You cannot schedule a meeting and copy the meeting link **without a recipient**. We recommend adding a TA as an attendee and then the link can be provided to all students via Announcement in Canvas or e-mail.*

Step 3: Once the link is copied, you can paste it in an email or in Canvas.
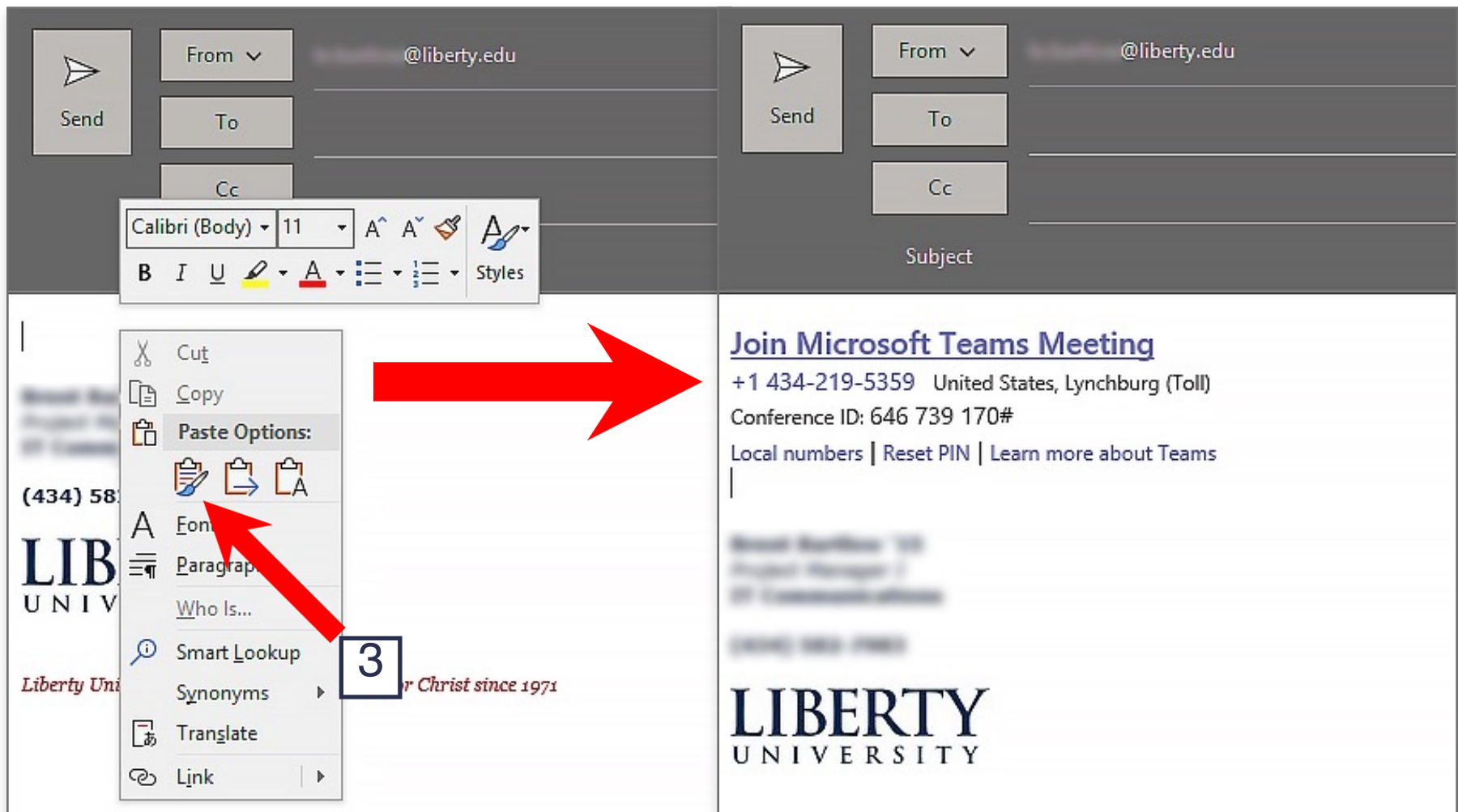
To paste the link inside Canvas, either as an Email or an Announcement, you will need to utilize the Paste keyboard shortcut.

Windows

Mac