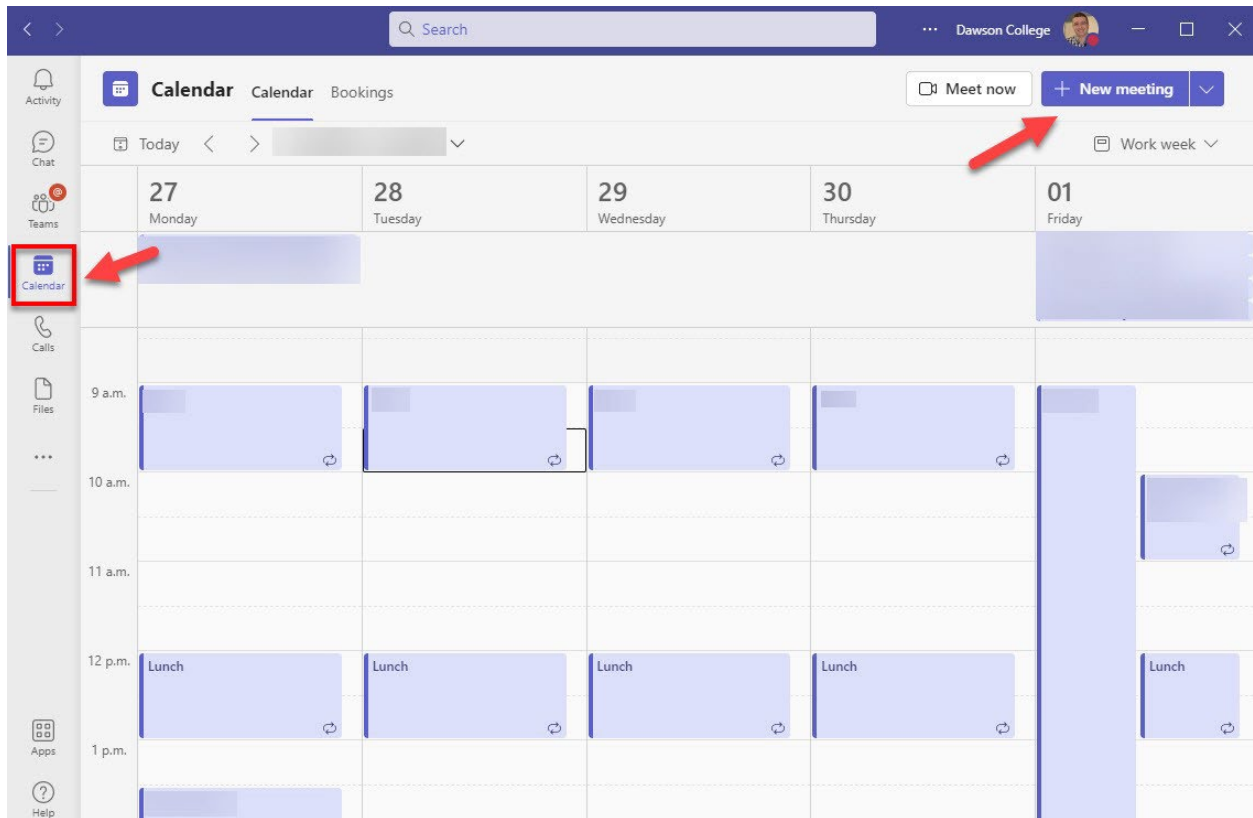


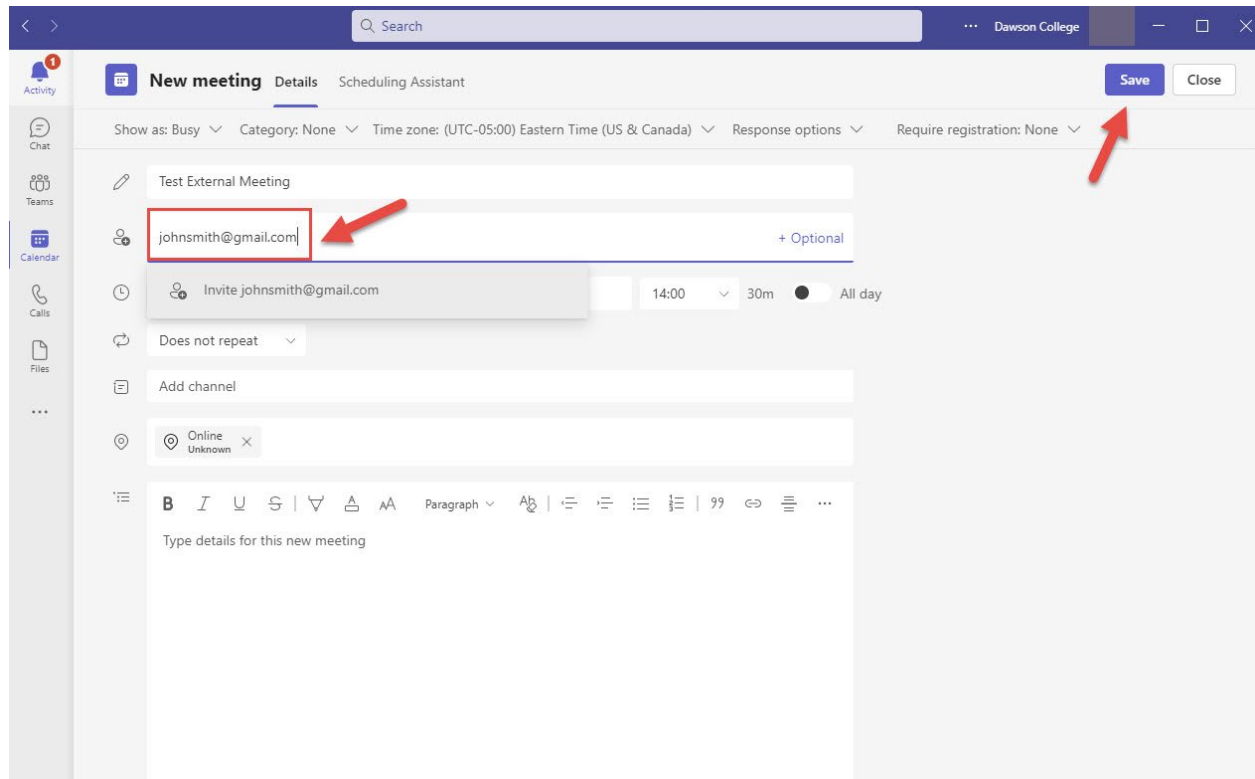
## How to Invite External Users to a Teams Videoconference

Open your Teams Desktop Client and click on **“Calendar”** on the left menu and then on **“New Meeting”** on the upper right menu:



Fill in the meeting details such as title, time, description.

To add external users to the meeting, type their full email address in the attendees box and press enter. The address will appear in a “bubble” if it has been successfully entered as an attendee. Repeat this for any other attendees.



To finalize, click the **Save** button (upper right corner). This will send out an invite to all users with a link to join the meeting.