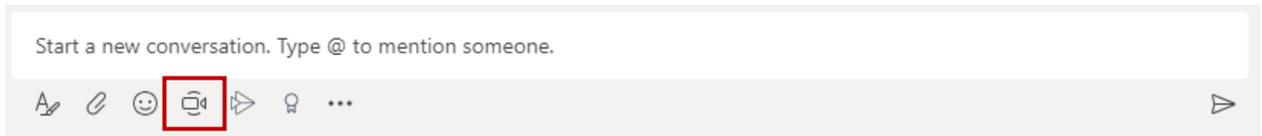


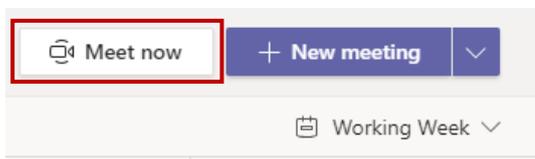
Microsoft Teams: Impromptu Meeting – Meet Now with Teams

This guide provides an overview on how to meet, discuss, share content and collaborate via the Meet Now function in Microsoft Teams. Whether you wish to start an online audio/video call with one or more colleagues, or perhaps you wish to discuss an ongoing proposal with an external researcher, Meet now is a way to quickly and easily facilitate this online meeting. To start an impromptu meeting:

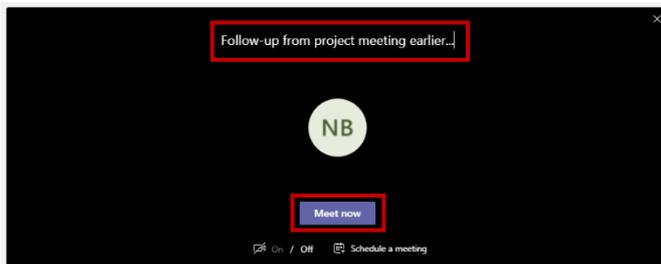
1. If you already have a Team setup, select the *Meet now* icon in the *Posts* section of the relevant team.



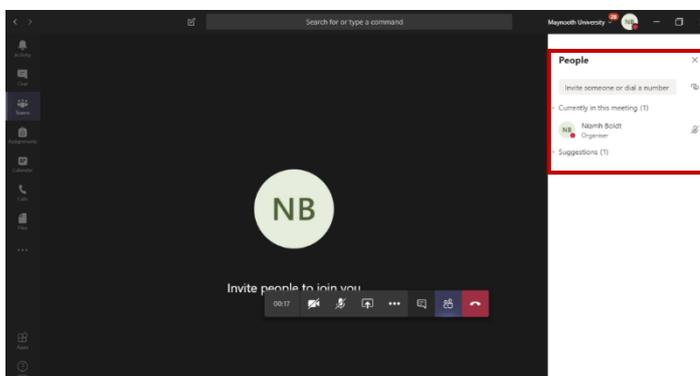
If you don't already have an existing team, select the *Calendar* in the Microsoft Teams app and select *Meet now* in the top right-hand corner of the screen (as shown below).



2. The following screen will be displayed. Enter a *meeting subject* and select *Meet now*.



3. You will then be prompted to invite people to the meeting. Anyone with a valid consumer or business email address can be invited to the audio/video call. The suggested list of attendees will be populated with those who are members of your current team and those who you collaborate most frequently.



If you have any queries in regard to the above, please email servicedesk@mu.ie.