


File **Meeting** Scheduling Assistant Tracking Insert Format Text Review Help  Tell me what you want to do

 Undo

 Cancel Meeting  ▾
Actions

 Join Teams Meeting  Meeting Options
Teams Meeting

 Send to OneNote
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 Contact Attendees ▾  ▾
Attendees

  Busy ▾
 None ▾
Options

 Recurrence

 Categorize ▾
Tags

  ▾
Voice

 Dictate
Voice


 Immersive Reader
Immersive

 New Scheduling Poll
Find Time

 Dynamics 365
Add-in

 Viva Insights
Add-in

▾

 No responses have been received for this meeting.
This appointment conflicts with another one on your calendar.


Send Update

Title

Calendar Invite

Required

Optional

Click on the 'Required' Button

Start time

Fri 28/04/2023



12:00 PM

☐ All day

Time zones

End time

Fri 28/04/2023



12:15 PM

 Make Recurring

Location

Microsoft Teams Meeting

Room Finder

Microsoft Teams meeting

Join on your computer, mobile app or room device[Click here to join the meeting](#)

1:11:46 AM