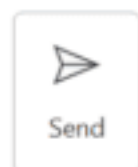


Actions: Delete, Join Teams Meeting, Meeting Options, Don't Host Online, Send to OneNote, Cancel Invitation, Attendees, Options: Busy, 15 minutes, Recurrence, Tags, Dictate, Sensitivity, Immersive Reader, New Scheduling Poll, Find Time, Dynamics 365 Add-in, Viva Insights Add-in

Information: Your organization shortens events by default. [View Settings](#)

Information: You haven't sent this meeting invitation yet.
This appointment conflicts with another one on your calendar.



Send

Title

Meeting Template

Meeting Title

Required

Optional

Meeting location which could be a conference room or virtual location like MS Teams/Skype

Add Required and Optional attendees

Start time

Tue 04/07/2023

8:00 AM

☐ All day☐ Time zones

Set the meeting Date/Time and Time zone

End time

Fri 07/07/2023

8:30 AM

[Make Recurring](#)

Location

Microsoft Teams Me

Additional content e.g. Objective and the agenda of the meeting

[Room Finder](#)**Meeting Objective:**

Agree on a project proposal.

Agenda:

1. Define the project scope
2. Develop the tasks, owners and timeline
3. Agree on the deliverables.