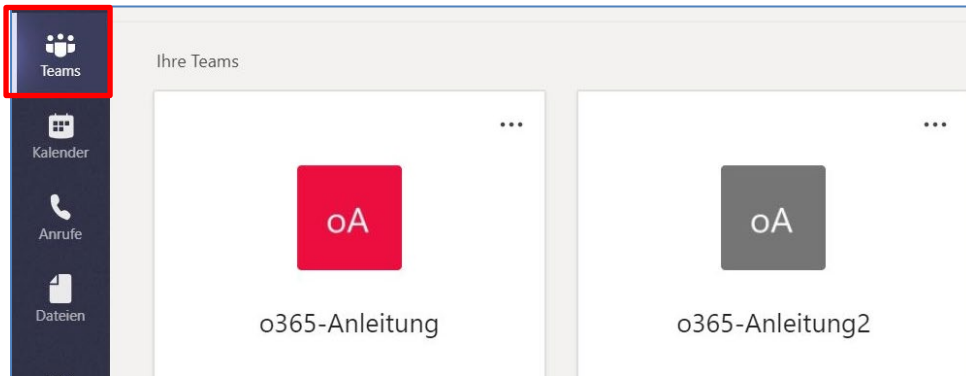


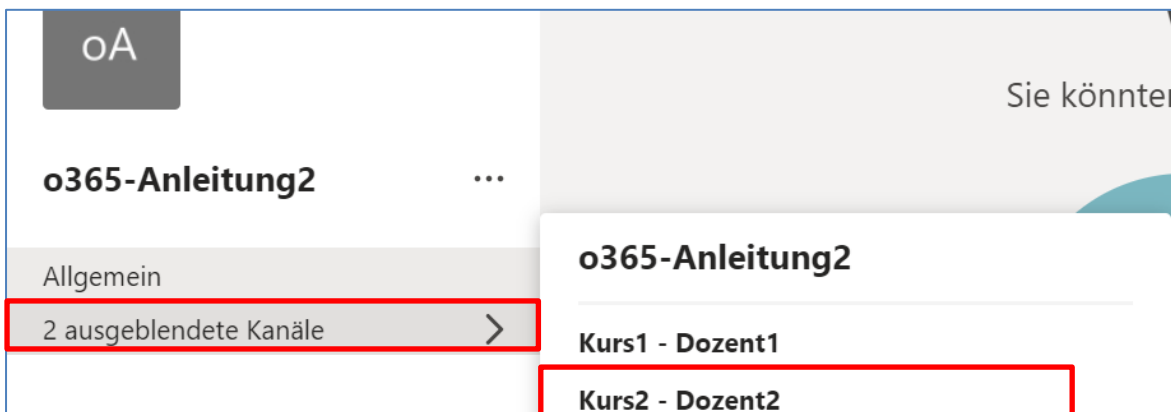
Send meeting invitations for Microsoft teams

Stand 12.10.2020

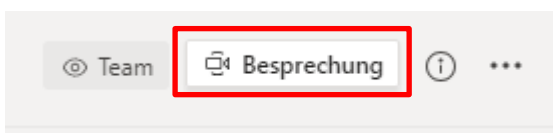
1. As soon as you have successfully registered in teams, click on the tab "Teams" on the left side. Then click on the group in which you want to hold the meeting.



2. Then select the channel in which you want to hold your meeting.

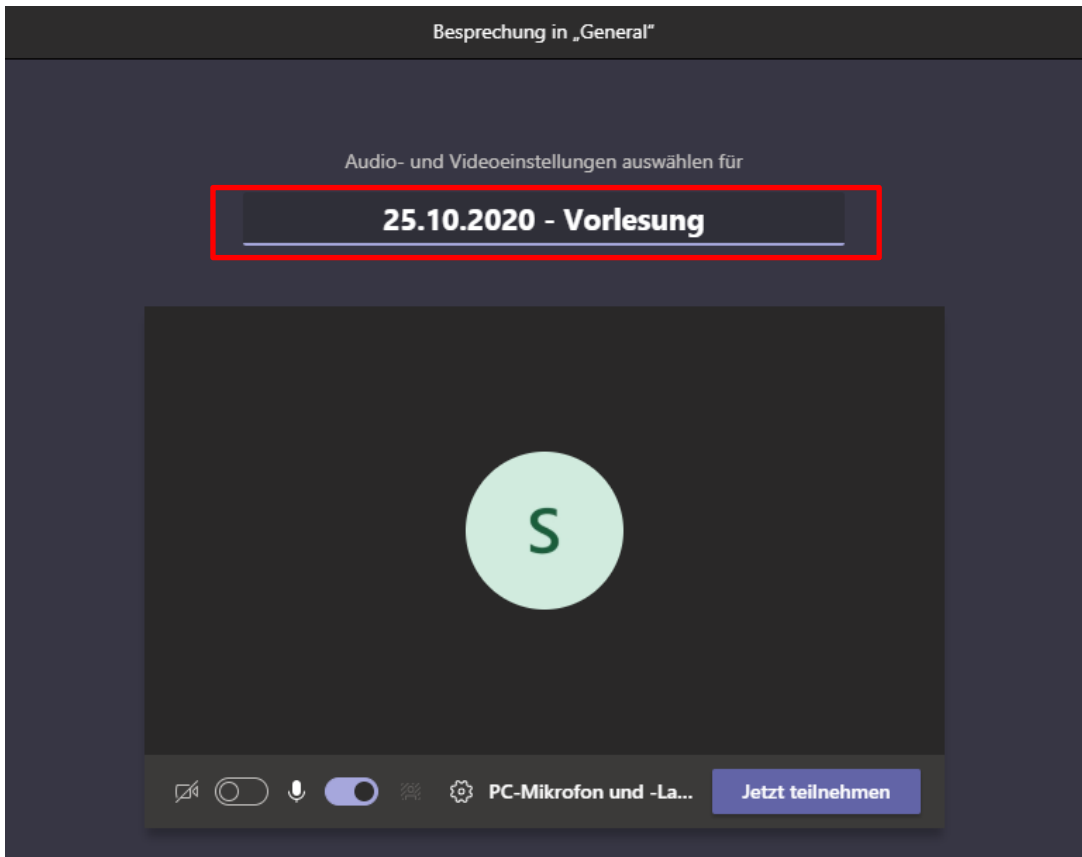


3. Click on „Besprechung“ ("Meeting") within your channel.

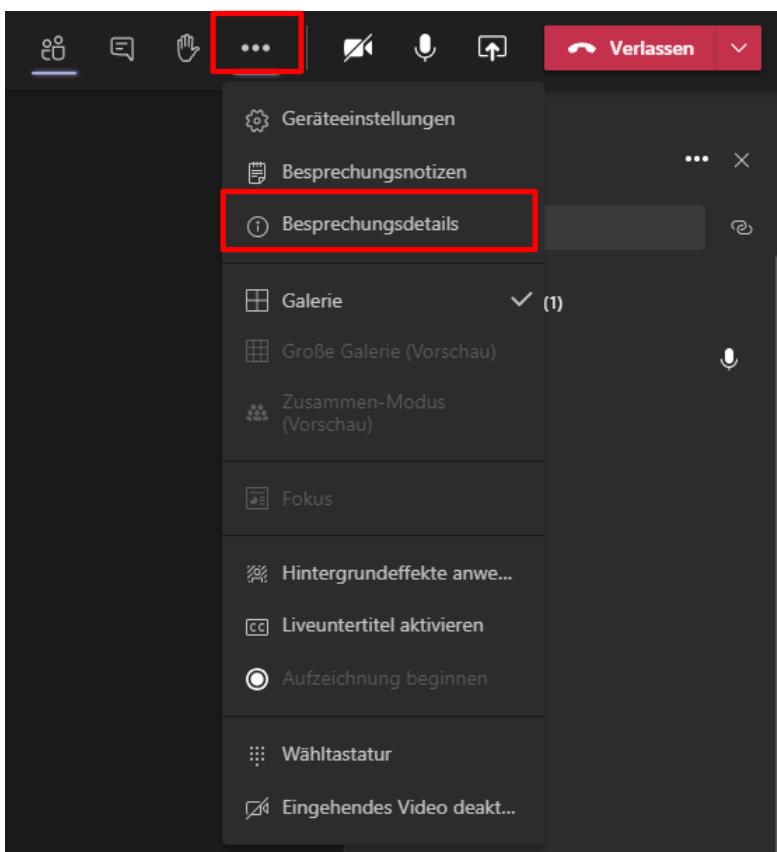


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4. Now assign a meaningful name for the meeting.

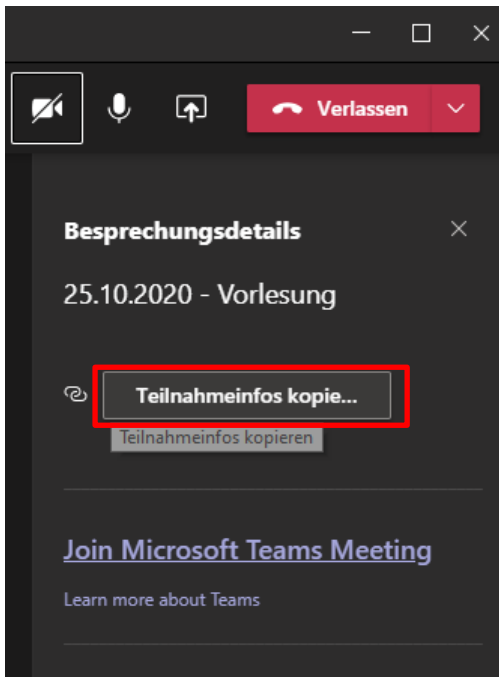


5. Then click on „Jetzt teilnehmen“ ("Join Now").
6. Then click on "... (further actions)" and there on „Besprechungsdetails“ ("Meeting details").

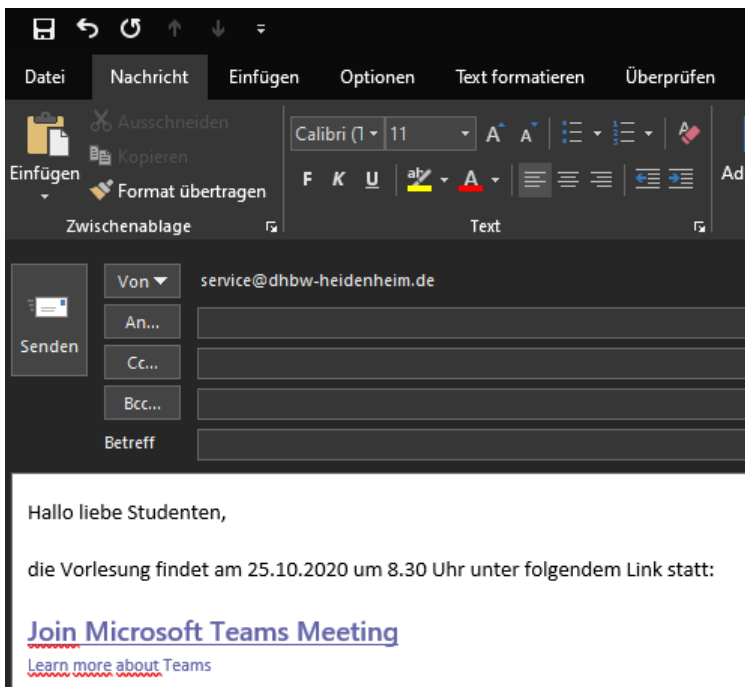


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- Click on „Teilnahmeinfos kopieren“ ("Copy participation information").



- Open an e-mail program and paste the participation information from the clipboard (Ctrl + V). Write additional information in the e-mail, such as the date of the meeting or the name of the lecture. Add a subject and the recipients and send the e-mail.



- If the meeting is not to take place immediately but at a later time, you can save the link in your calendar or at another location and join the meeting again if necessary.

Note: Guests who do not have a DHBW Heidenheim user account must be individually and explicitly allowed to attend a meeting.