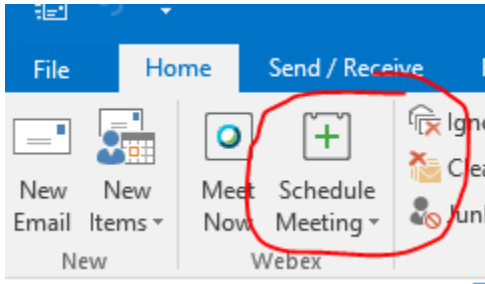
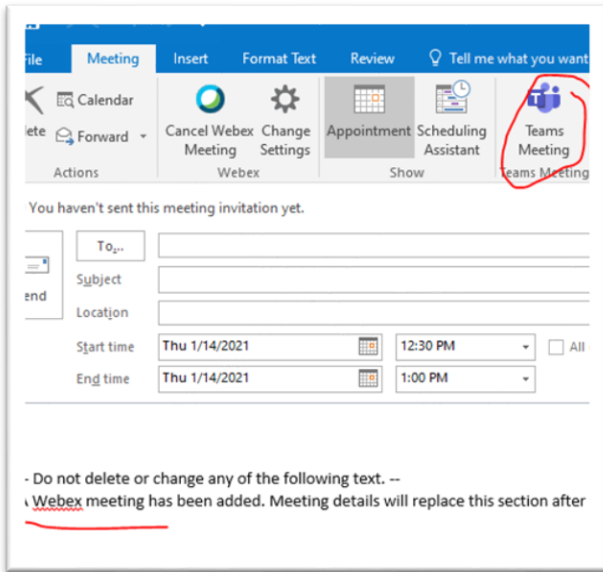


## How to Schedule a Meeting for Non-D11 Guests

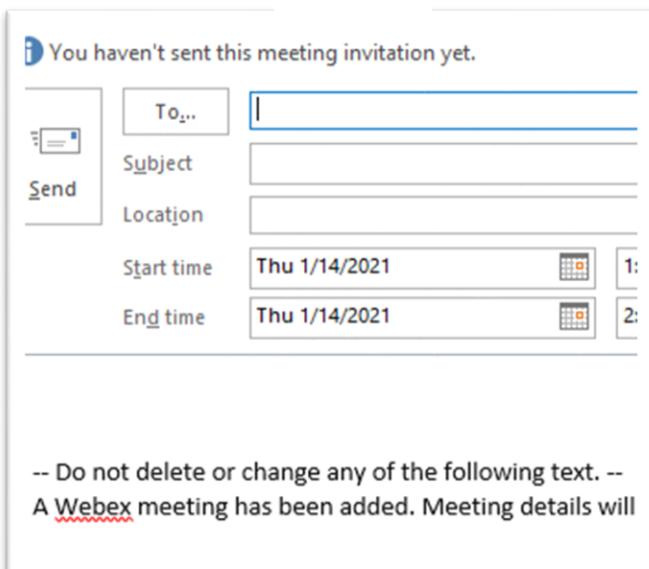


1. Open up **Outlook** on your desktop
2. Under the **HOME** tab click on **Schedule Meeting** icon



3. When you click **“Schedule Meeting”**, Outlook will default to a Webex Meeting; click the **“Teams Meeting”** to change it to Teams.
4. Once you decide if you are using Teams or Webex, **schedule the date and time**. Whatever time you pick, the meeting can continue as long as the link exists.
5. You can then put in **attendees’ emails** if you wish and then hit send **OR** just **send to yourself to get the link** (then forward the link and meeting details from that email to your guests through the Loop).

### WEBEX



### TEAMS

