



Teams: Meet Now on Mobile

Center for Innovation in Teaching and Learning

Using the Meet Now Function on a desktop

Teams can be used to host meetings of 2 or more people, for an indefinite amount of time. You can use the Meet Now function to start a meeting at any time and share the link with participants both inside and outside your organization (TnTech).

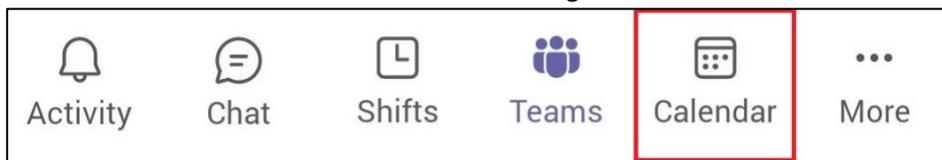
Instructions for how to create a meeting and share your meeting link using the Meet Now function are below.

Meet Now

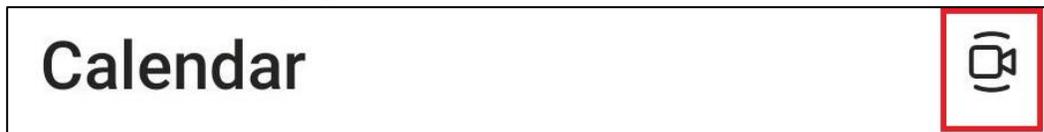
The Meet now function allows you to meet with individuals or groups immediately in real-time without having to schedule the meeting or use a re-occurring meeting link.

Create a Meeting

1. Log in to Teams through the mobile app.
2. Go to the calendar function on the bottom navigation bar.



3. Select **Camera** in the top right-hand corner of the screen.



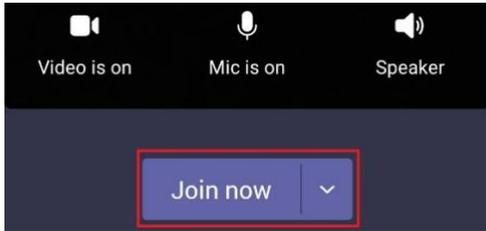
4. A join screen will appear. You can change the meeting name.



Join Meeting

Once you have created the meeting, you can join the meeting and invite others to join.

1. Turn your camera and microphone on.
2. Select **Join now**

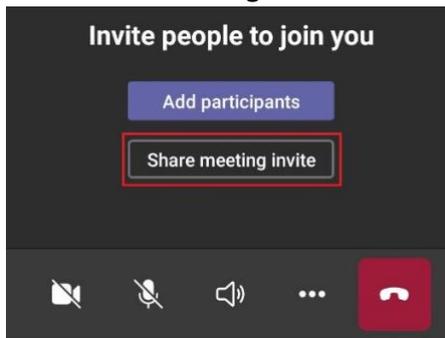


Add Participants

There are several options for adding participants, both within and outside your organization (TnTech), to the meeting. We recommend using the link sharing option.

NOTE: You can share this link with individuals who have a TnTech email and Teams account, or with individuals outside the organization. If you share with someone outside the organization, they can follow [these steps to join the meeting](#).

1. Select **Share meeting invite**



2. From here you can select how to share the meeting link. **Copy** the link to paste onto an email or message, or **scroll** through the options available and select one (i.e. email, messages, Facebook, Teams, etc.) for the link to instantly be copied onto the delivery platform.

