



# Teams: Meet Now on Desktop

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).

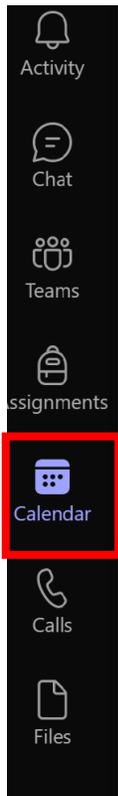
Instructions for how to create a meeting and share your meeting link using the Meet Now function are below.

## Meet Now

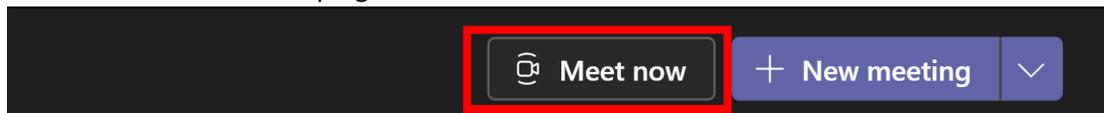
The Meet now function allows you to meet with individuals or groups immediately in real-time without having to schedule the meeting or use a re-occurring meeting link.

## Create a Meeting

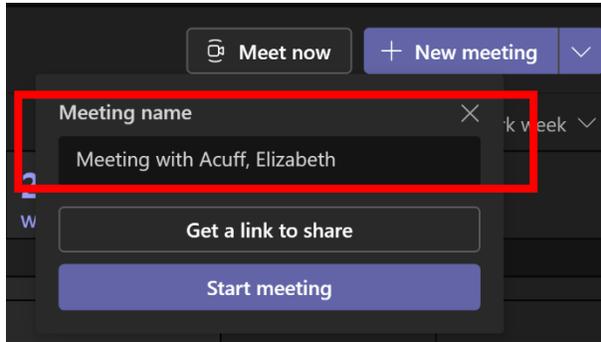
1. Log in to Teams from your desktop app or web browser.
2. Go to the calendar function on the side navigation bar.



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



4. A drop-down box will appear. You can change the meeting name.



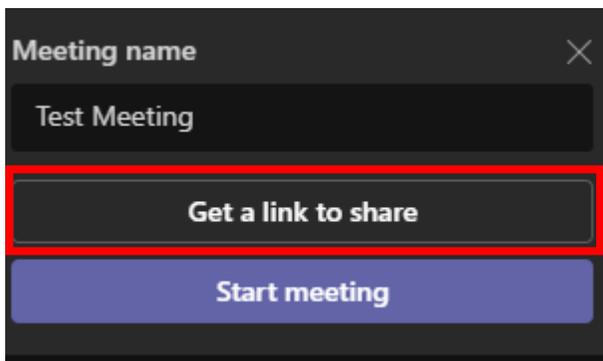
## Add Participants

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

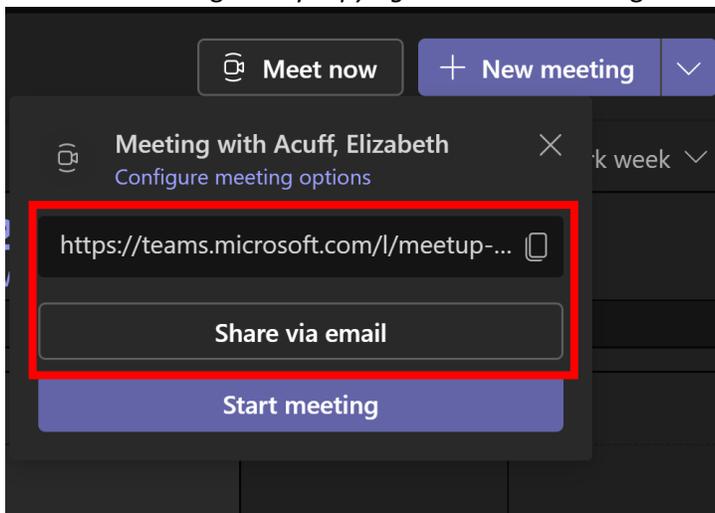
### Add Participants Before the Meeting

#### Share a Link

1. Select **Get a link to share**



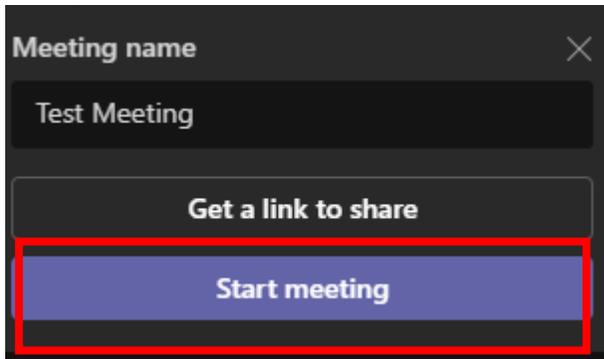
2. Share the meeting link by *copying the link* or selecting **Share via email**.



3. You can now copy and paste your meeting link into an email or if you selected the Share via email option, it will prompt you to create an email with the link already provided.

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](#).

4. After you send the email. You can return to Teams and select **Start meeting**.



## Join Meeting

Once you have shared the link and started the meeting, you can join the meeting and wait for others to join.

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

