# Step by Step: How to turn an existing meeting into a Teams meeting

## Why might I need to turn an existing meeting into a Teams meeting?

If you need to let people call in to a meeting, for example if they are working from home that day.

## Instructions

If you are the meeting organiser:

1. Open the meeting invite from your Outlook calendar
2. If it is a recurring meeting, then open the series (as shown in the picture below)



1. In the meeting invite, select the “Teams Meeting” button.



This adds in a link at the bottom of the email that people can use to join the meeting (see the picture in step 5.).

1. Send the updated calendar invite. This updates everyone’s invite with the “Join Microsoft Teams Meeting” link.
2. You now have a choice of ways to join the meeting:



Click this button – will take you straight in to the meeting in the Teams app.

OPTIONAL: Join via telephone – dial number and enter a PIN.

Click the link – gives you the option to join via the app or a browser (useful if someone doesn’t have Teams installed).

## Dial in conference number option

You can also have a dial-in conference option so attendees can join the Microsoft Teams meeting from any device, anywhere. To get an audio conferencing license, raise a call with the DTS Service Desk:

<https://uor.topdesk.net/tas/public/login/form>

Place a Request - Office 365 Teams - Audio-Conferencing Licence