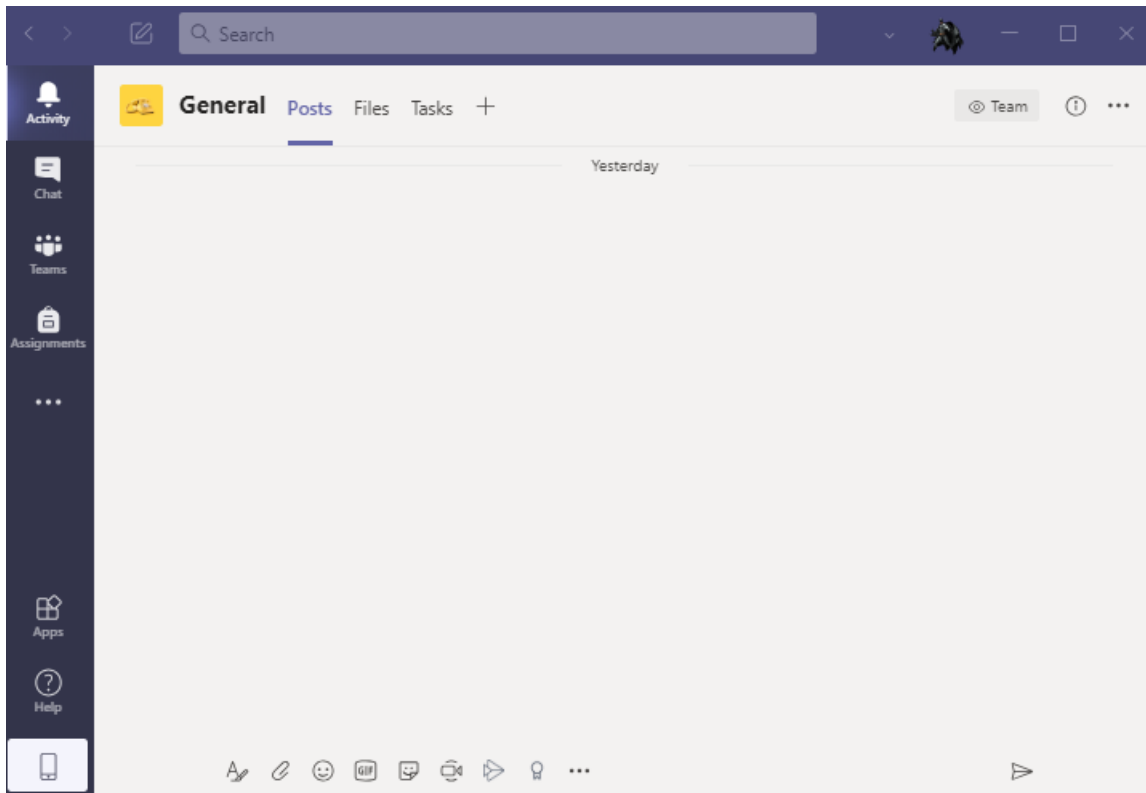


Microsoft Teams: Converting SFB Meetings into Teams Meetings

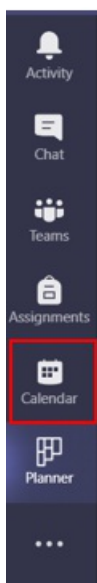
Last Modified on 08/03/2020 12:53 pm CDT

Below are the instructions on how to create a Team's meeting using event details from an already composed SFB meeting.

1. Navigate to/start up **Teams client**.

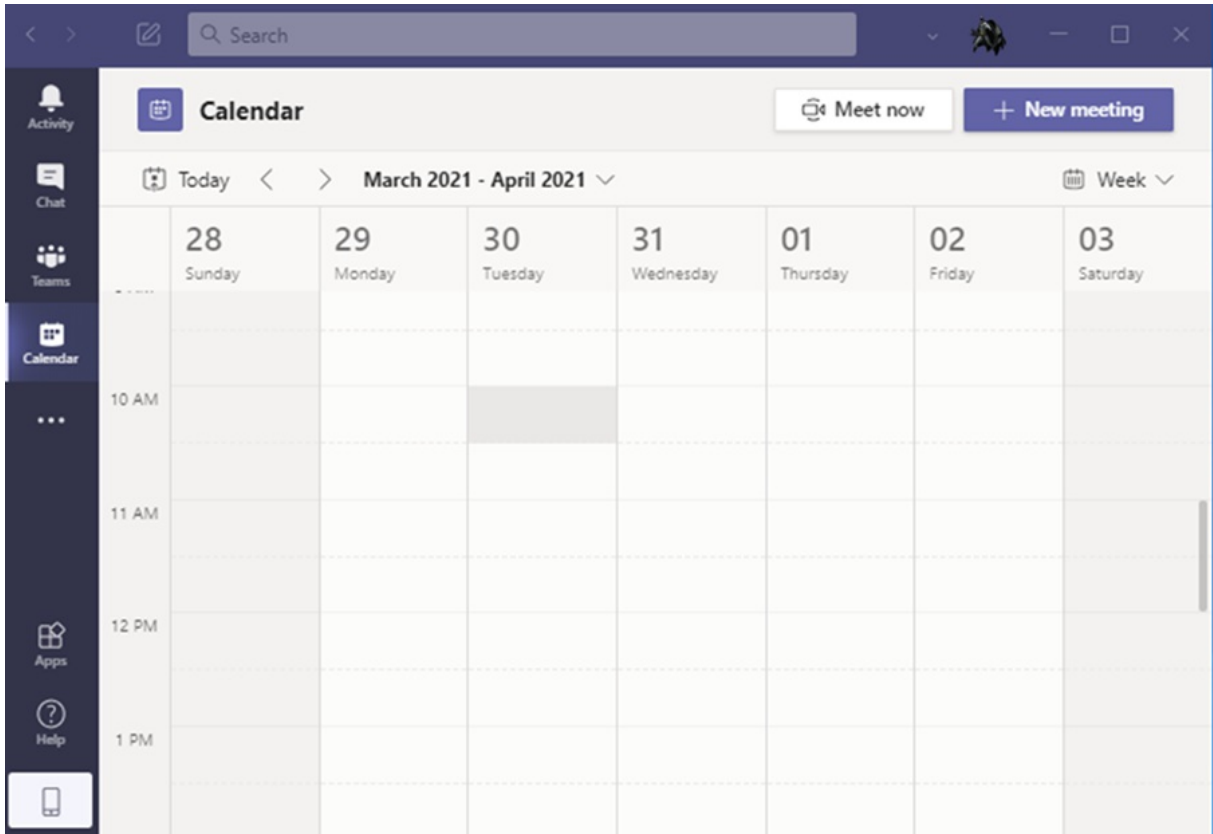


2. **Select the Calendar icon** on the left-hand side of the screen.



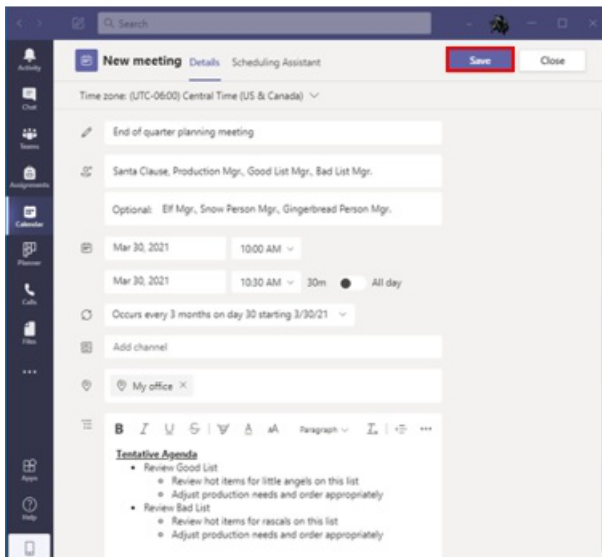
3. Navigate to the appropriate date/time of each of your SFB meetings and create the equivalent meeting in

Teams.



4. The following meeting invitation comes up for you to fill in. Be sure to invite the same people to the meeting as you had originally invited. After you completed filling out the details of your meeting, click the **Save button** in the upper right-hand corner.

5.



6. After clicking the Save button, the screen will revert back to the Teams calendar and you should then be able to see the meeting you just created. *Note: Be sure to delete the meeting in Skype for Business with a note that the meeting was converted to Teams.*

The screenshot displays the Microsoft Teams calendar application. At the top, there is a search bar and window controls. Below this, the 'Calendar' section is active, showing a weekly view for the period from March 28 to April 3, 2021. The days of the week are listed as columns: Sunday (28), Monday (29), Tuesday (30), Wednesday (31), Thursday (01), Friday (02), and Saturday (03). The time slots are listed on the left as rows: 10 AM, 11 AM, 12 PM, and 1 PM. A meeting titled 'End of My office' is scheduled for Tuesday, March 30, between 10 AM and 11 AM. The meeting title is highlighted in blue. The sidebar on the left contains icons for Activity, Chat, Teams, Calendar, and Apps, with the Calendar icon currently selected.