



# 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).

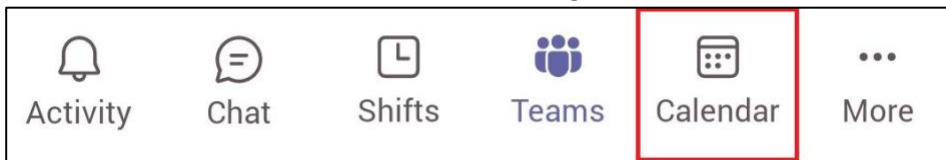
Instructions for how to create a meeting and share your meeting link using the Meet Now function are below.

## 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.



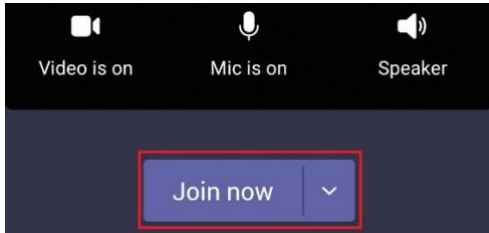
4. A join screen will appear. You can change the meeting name.



## 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**

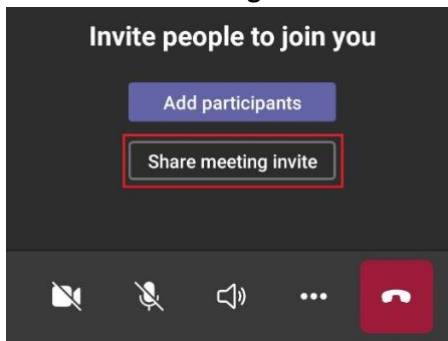


## Add Participants

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.

