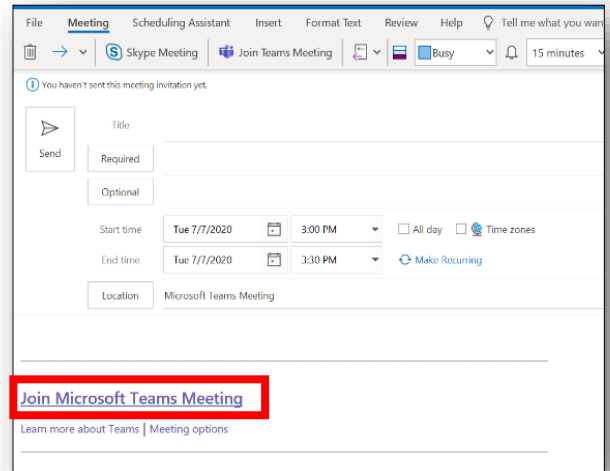


Retrieving Teams Meetings Hyperlinks

These directions explain how to retrieve Teams Meeting hyperlinks to post for others to join the meeting.

1. In the Outlook Teams Meeting appointment, right click on the **Join Microsoft Teams Meeting link**.



2. Select **Copy Hyperlink**.

The hyperlink to the Teams Meeting is now ready to paste in the selected location.

