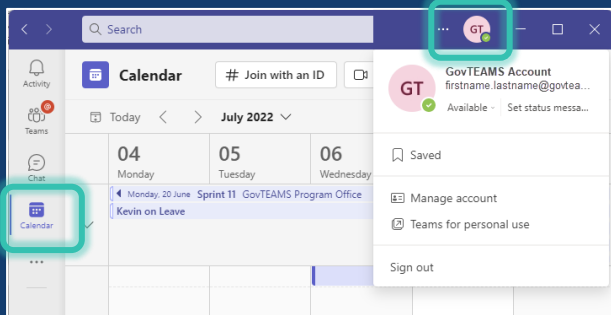


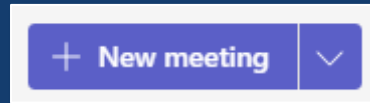
Create a GovTEAMS meeting

Always invite people using their GovTEAMS account if they have one. This ensures that both their agency email and their GovTEAMS calendar receive the invitation. As the organiser you will need to invite your agency email to ensure you receive a calendar invite.

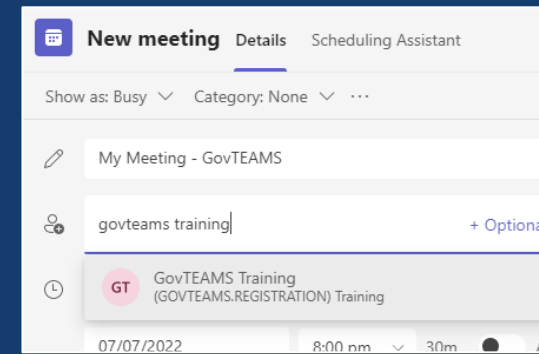
- 1 Ensure you are logged into Teams with your GovTEAMS account and open your Teams calendar.



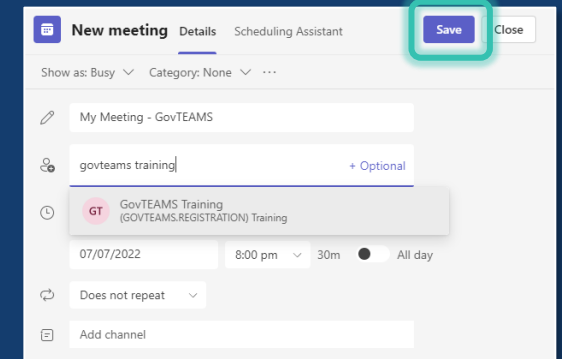
- 2 Schedule a new meeting.



- 3 Invite others. Invite your work address Too.



- 4 Complete the rest of the information and Save.



Meeting organisers do not receive an email that can be forwarded by GovTEAMS. If you are the meeting organiser and want to sync the meeting with your agency calendar, ensure that you invite your agency email address.