

# Hold office hours with Microsoft Teams



## Note on Microsoft Teams

Before proceeding on this page please ensure that your device meets the [hardware requirements](#) and has already [installed Microsoft Teams](#).

Instant meetings are a great and easy way to hold meetings or office hours when you weren't able to schedule in advance.

You can [start an instant meeting in Teams](#) to have one on one meetings in a pinch. Instructions are in the link provided and copied below for your convenience:

1. Go to **Calendar** on the left side of Teams, then select **Meet Now** in the upper right corner.
2. You'll have a chance to set a few things up before you start your meeting. Give it a title, choose whether you want to use video, and pick your preferred audio source.
3. When you're ready, hit **Join Now**. Your meeting is now live and you can invite people to your meeting.
  - a. Invite members by typing their name, EID, or office365 email address into the search bar under **People** in the top right. Select them when they appear in the list and they'll get a call right away.
  - b. You can also copy the meeting link and send it to anyone you want to meet with and they can join by selecting it. Just click **Copy Join Info** to copy the link to your clipboard, and paste the link in a message.

Learn what you can do during a [Microsoft Teams meeting](#) by following this link