

How to Schedule a Microsoft Teams Meeting Using Google Calendar

To schedule a Microsoft Teams meeting directly from Google Calendar, you'll need to use the **Microsoft Teams Meeting add-on**. Follow the steps below to get started.

Step 1: Install the Microsoft Teams Add-on in Google Calendar

1. Open Google Calendar.
 2. On the right-hand side, click the **“+” (plus icon)** next to “Add-ons.”
 3. In the **Google Workspace Marketplace**, search for **“Microsoft Teams Meeting.”**
 4. Click **Install** and follow the prompts to authorize the add-on.
 5. Once installed, you'll see a **Teams icon** in the event details panel.
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Step 2: Schedule a Teams Meeting

1. In Google Calendar, click **“Create”** to start a new event.
 2. Fill in the **event title, date, time**, and any other necessary details.
 3. On the right-hand panel, click the **Teams icon** (you may need to sign in using your WLU credentials: yourusername@westliberty.edu).
 4. Click **“Add Microsoft Teams Meeting.”**
 5. A Teams meeting link will be generated and added to the event description.
 6. Add guests by entering their email addresses.
 7. Click **Save** and **Send** invites.
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Step 3: Join or Host the Meeting

- The meeting invite will contain a **“Join Microsoft Teams Meeting”** link.
- Guests can click the link at the scheduled time to join.

- You can also join from your **Teams app** or directly through the invite in **Google Calendar**.
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Tips

- Make sure you're logged into Google Calendar and Microsoft Teams with your **@westliberty.edu** account.
- Only one Teams meeting add-on can be installed per account, so verify it's correctly linked.
- If others at WLU are using Outlook instead, they can still join via the link—no Microsoft account is required for guests.