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| **How to change an existing meeting into a Teams Meeting from Outlook** Step by step procedure to change an existing meeting into a Teams meeting, which will allow team participants to dial into an online meeting.  |

**Instructions:**

1. Open the meeting request in your calendar and click the Teams meeting button



1. The email invite will automatically populate making the meeting a Teams meeting by adding in a link.



**Any issues please call the Service Desk on 0881154777 or email at SACE.ServiceDesk@sa.gov.au**