Microsoft (MS) Teams for Google Workplace Add-on

The MS Teams for Google Workplace Add-on allows you to schedule and join a Teams meeting directly from Google Calendar. Teams meetings include video and audio conferencing, screen sharing, meeting chat, digital whiteboards, and more.

1. Install the MS Teams Google Workplace Add-on by navigating to https://gsuite.google.com/marketplace/app/microsoft_teams_meeting/961264221134

2. Click Install.

3. You will receive a message that Microsoft needs your permission to begin the installation. Click Continue.
4. When prompted to allow MS Teams Google Workplace Add-on access to your Google Account, click **Allow**.

Congratulations, you have successfully installed the MS Teams Google Workplace Add-on to your Google Calendar.
To schedule a meeting using MS Teams, navigate to your Google Calendar.

1. Create your event and include your event details.
2. In the Video field, click the drop down and choose Microsoft Teams Meeting.
3. After selecting Microsoft Teams Meeting from the Video field drop down menu, you will need to log in.
4. Login with your GW email. If you are already signed in, select your email from the list of accounts.

5. You can update your meeting options by clicking on the **Meeting Options** link.
6. The meeting options allow you to set who can bypass the lobby, present, announce when callers are joining and allow attendees to unmute/mute.