



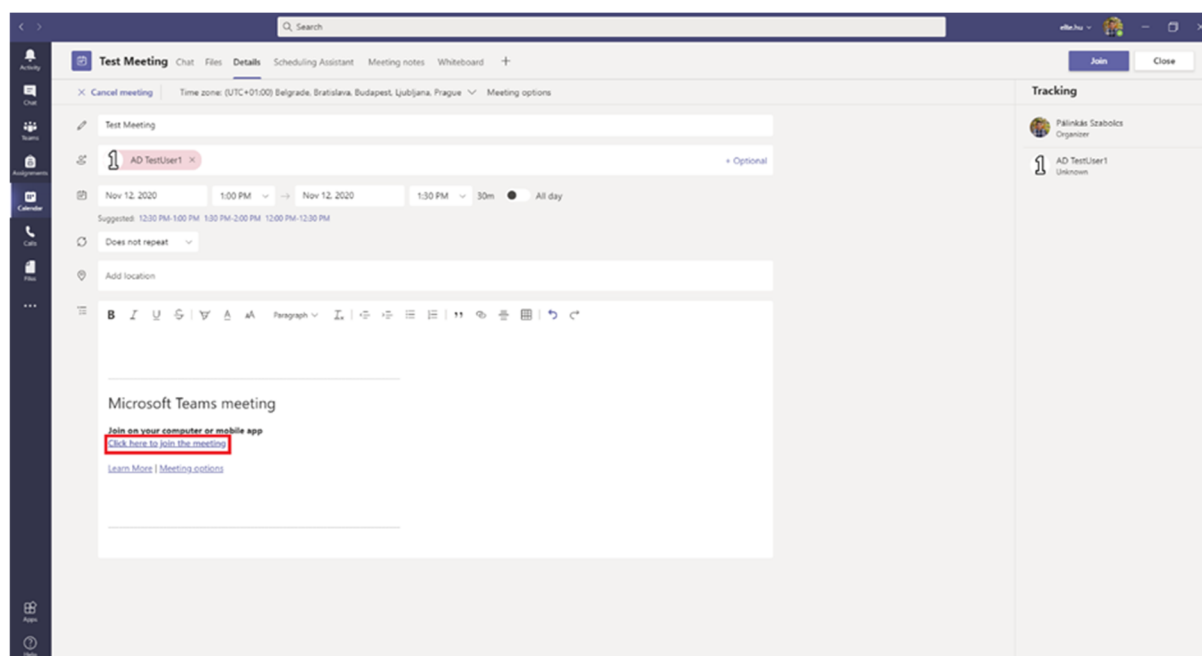
Address: 1117 Budapest, Pázmány Péter sétány 1/A, 6. floor 6.127 office
1088 Budapest, Múzeum körút 4/C, Basement floor 61/A. office
Phone: 372-2500/6800
E-mail: operator@elte.hu
Web: iig.elte.hu

MS Teams Meeting – inviting users with link

If we would only invite another user to the meeting, it is enough to send him the connection link of the meeting. The join link looks like this (example):

[https://teams.microsoft.com/l/meetup-join/\[...\]](https://teams.microsoft.com/l/meetup-join/[...])

In case of a pre-scheduled meeting, the meeting link is available from the calendar:

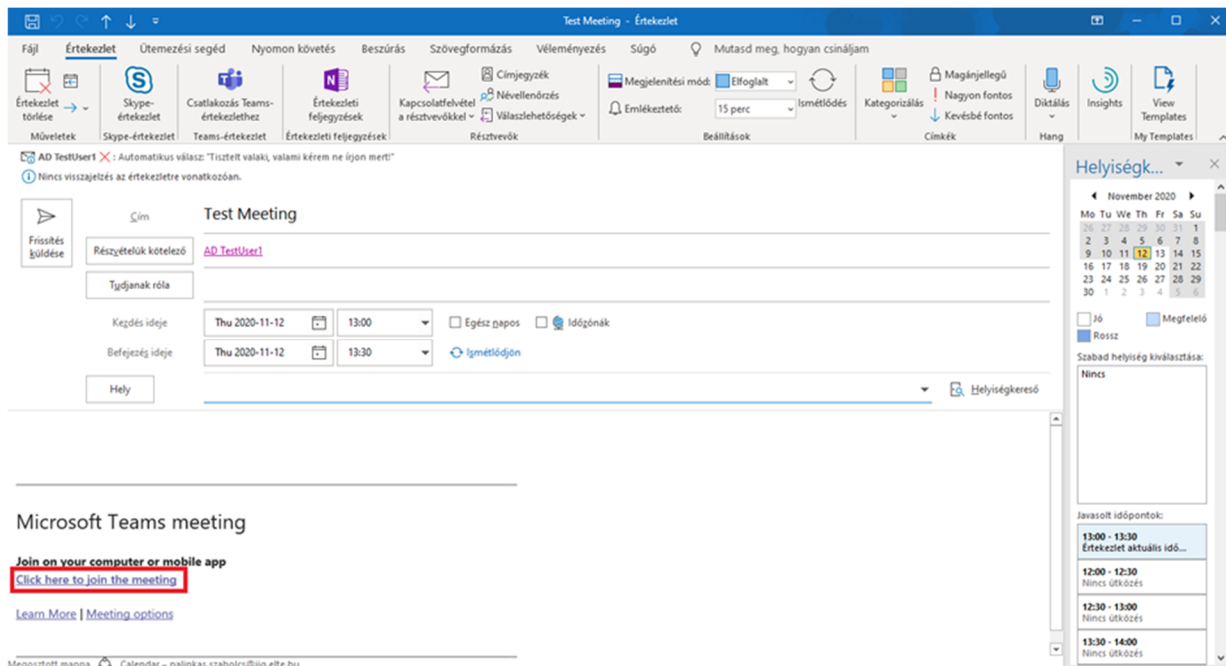


You can copy the link and send it to anyone, but the invited participants will receive this link by default e-mail, too.

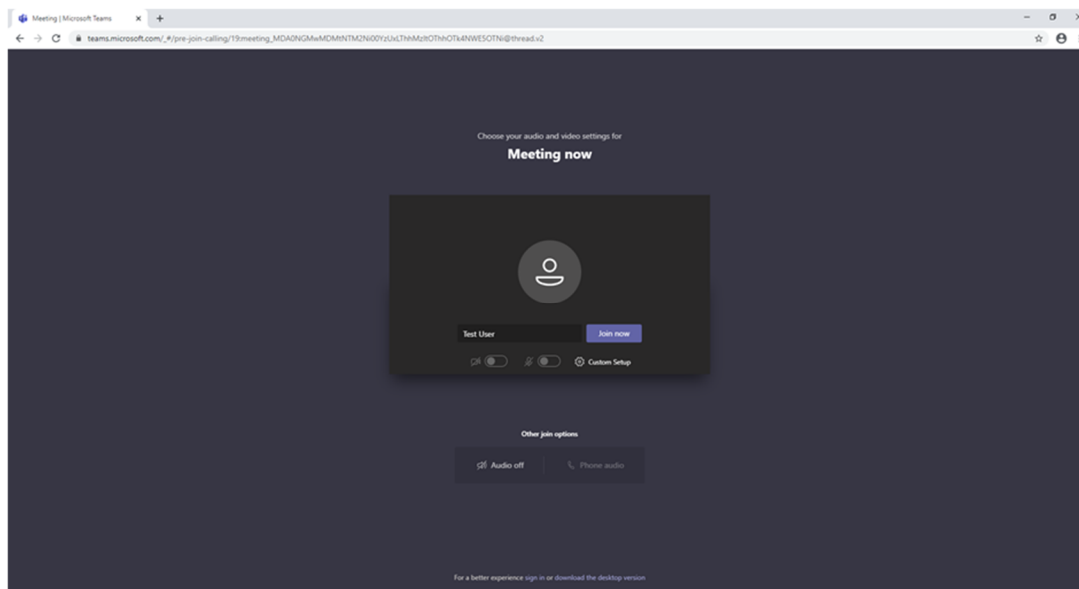


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From Outlook:



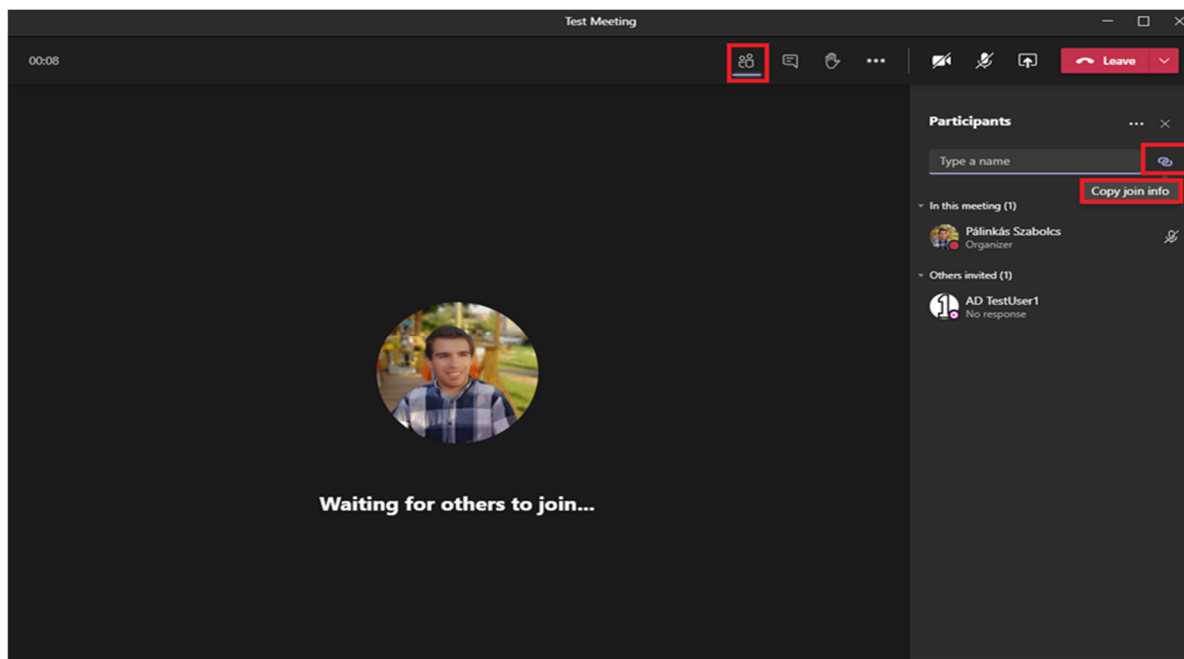
External users will only need to enter a display name while connecting, and can already enter the meeting:





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You can also copy the connection link from an ongoing meeting to the participants:



In case of having any question or suggestion, feel free to contact our colleagues at teams@elte.hu email address.

ELTE IT Directorate wishes you a successful use of the program!