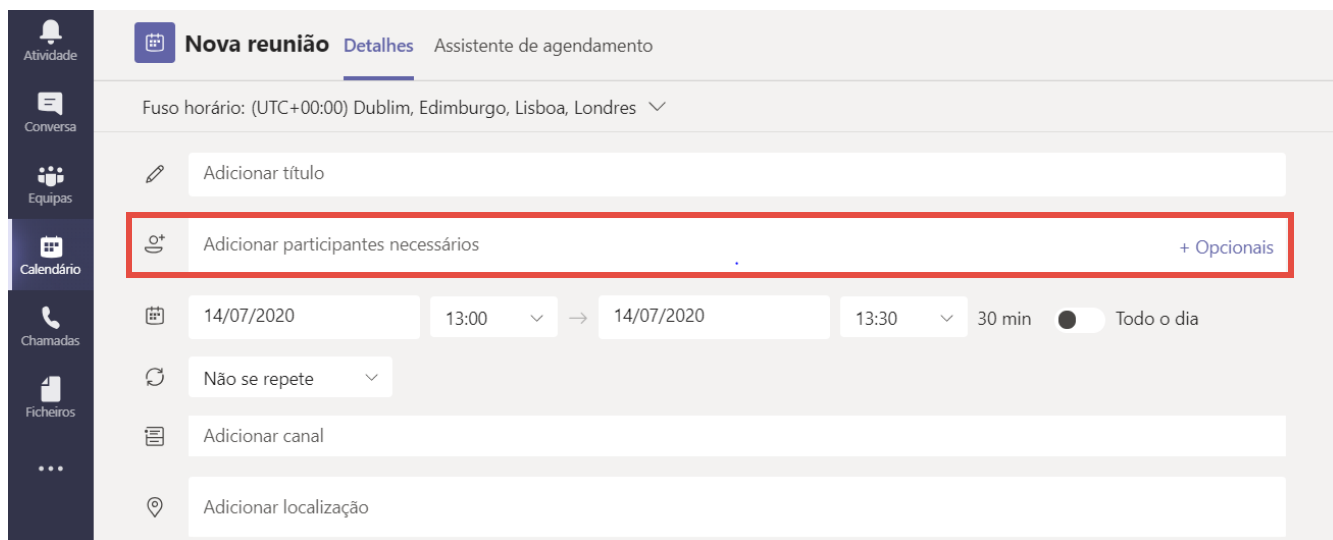


CONVIDAR GRUPOS DE OUTLOOK PARA REUNIÕES DE TEAMS

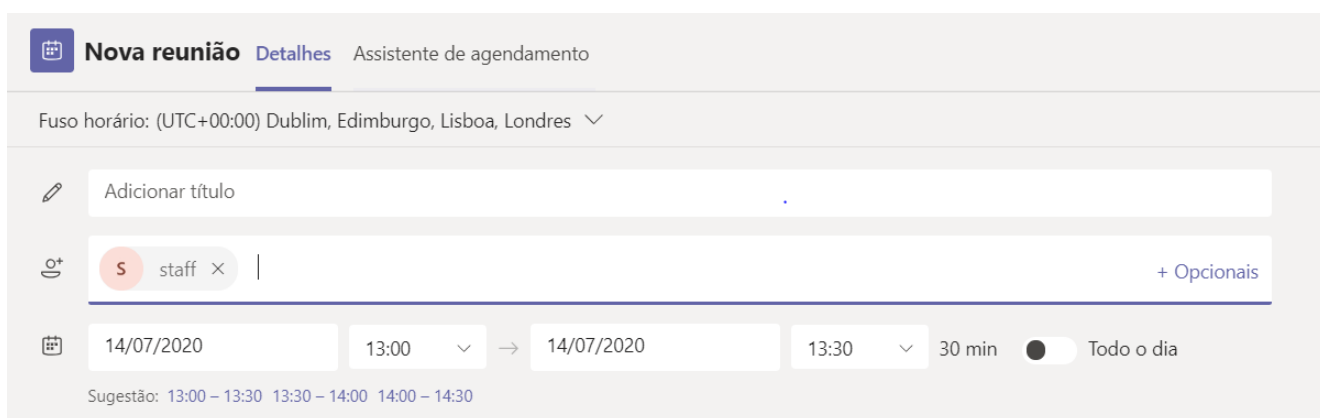
QUANDO SÃO FORMADOS GRUPOS NO OUTLOOK, COMO POR EXEMPLO: STAFF, ONDE INCLUI VÁRIOS OU TODOS OS MEMBROS PASSA A SER UM “CONTATO” SENDO ASSIM POSSÍVEL CONVIDAR TODOS SEM TER QUE CONVIDAR UM A UM

1. CLIQUE ADICIONAR PARTICIPANTES NECESSÁRIOS



The screenshot shows the Outlook meeting creation interface. On the left, there is a vertical navigation bar with icons for 'Atividade', 'Conversa', 'Equipas', 'Calendário', 'Chamadas', and 'Ficheiros'. The main area is titled 'Nova reunião Detalhes Assistente de agendamento'. Below the title, the time zone is set to '(UTC+00:00) Dublin, Edimburgo, Lisboa, Londres'. The 'Adicionar participantes necessários' field is highlighted with a red box. Below this field, there are options for date and time: '14/07/2020' at '13:00' on '14/07/2020' at '13:30' for '30 min', with a toggle for 'Todo o dia'. There are also fields for 'Adicionar canal' and 'Adicionar localização'.

2. E ADICIONE O GRUPO EXISTENTE NO OUTLOOK QUE PRETENDE



The screenshot shows the Outlook meeting creation interface with the 'staff' group added to the participants list. The 'Adicionar participantes necessários' field now contains a red circle with the letter 'S' and the text 'staff x'. Below this field, there are suggestions for meeting times: 'Sugestão: 13:00 – 13:30 13:30 – 14:00 14:00 – 14:30'. The rest of the interface is the same as in the previous screenshot.