

# How to invite bulk number of Guest to Ms Teams meeting using Outlook Calendar

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Presented by  
Dr M I Jawid Nazir  
SoEIT-MAHE Dubai

# Prerequisites

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Install Outlook and link your [dxm.manipal.edu](mailto:dxm.manipal.edu)



Install MS Teams



# Refer outlook configuration setup pdf

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Refer the steps and sequence explained to Configuring dxb.manipal.edu account to your outlook along with your Manipal Dubai account

005-Manage your outlook for dxb and manaipaldubai IDs

File Home Send / Receive Folder View Help

New Email New Items New Meeting TeamViewer Delete Archive Reply Reply All Forward Meeting More Quick Steps Move Unread/Read Categorize Follow Up Groups Find Speech Add-ins OneNote Insights

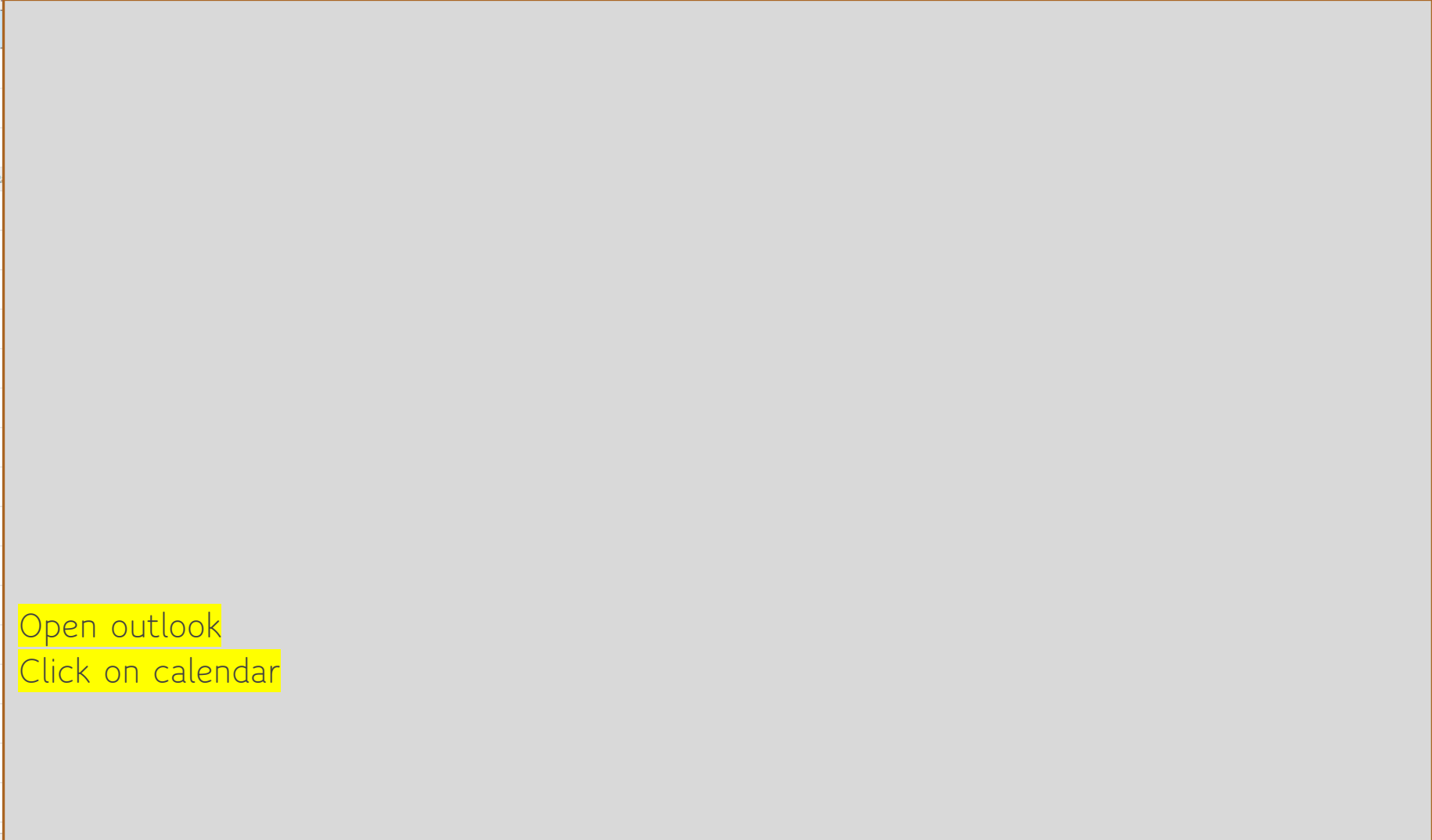
- Favorites
- Sent Items
- ▼ jawid\_nazir@manipalduba...
  - Inbox 5
  - Sent Items
  - Drafts
  - Outbox
  - Deleted Items 1
  - Junk Email [1]
  - RSS Subscriptions
  - Conversation History
  - Trash
  - Search Folders
  - Groups
- ▼ jawid\_nazir@dxb.manipal...
  - Inbox 21
  - Drafts [1]
  - Sent Items
  - Deleted Items 1
  - Archive
  - Conversation History
  - Junk Email [1]
  - Outbox
  - Search Folders
  - Groups
- Online Archive - jawid\_naz...

All Unread By From ↓

| From                                 | Subject | Received | Size | Categories |
|--------------------------------------|---------|----------|------|------------|
| ▼ Aadil Ahamed <ammar2103@gmail.com> |         |          |      |            |
| ▼ Abdul R                            |         |          |      |            |

Final Report

AA Aadil Ahamed <ammar2103@gmail.com> Wed 7/1



unless you

Open outlook  
Click on calendar



July 2020

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August 2020

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Today < > July 11, 2020

Washington, D.C. Today 91° F / 78° F Tomorrow 91° F / 78° F Wednesday 90° F / 75° F Week

Calendar - jawid\_nazir@ma...aldubai.com

| Sun   | Mon | Tue | Wed | Thu | Fri | Sat |
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Calendar - jawid\_nazir@dxb.manipal.edu

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Open outlook calendar and check for Dxb calendar

- My Calendars
- Calendar - jawid\_nazir@ma...
  - Birthdays - jawid\_nazir@ma...
  - Calendar - Online Archive ...
  - Calendar - jawid\_nazir@dxb...
  - Birthdays - jawid\_nazir@dxb...
- Other Calendars
- United States holidays

File Home Insert Page Layout Formulas Data Review View Help

Clipboard: Paste, Cut, Copy, Format Painter

Font: Calibri, 11, Bold, Italic, Underline, Text Color, Background Color

Alignment: Wrap Text, Merge & Center

Number: General, Currency, Percentage, Decimals

Styles: Normal, Bad, Good, Neutral, Calculation, Check Cell, Explanatory, Input

Cells: Insert, Delete, Format

Editing: AutoSum, Fill, Clear, Sort & Filter, Find & Select

Ideas: Ideas

Sensitivity: Sensitivity

|    | A             | B               | C                                | D          | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X |
|----|---------------|-----------------|----------------------------------|------------|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1  | First Name    | Last Name       | Email                            | Student ID |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 2  | Jitesh        | Reddy           | jiteshreddy2004@gmail.com        |            |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 3  | Gautham       | Sanil           | gauthamsanilkumar@gmail.com      |            |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 4  | Ananya        | Ajith           | ananyaaajith@gmail.com           |            |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 5  | Vishal        | Sivakumar       | vishalsivakumar188@gmail.com     |            |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 6  | Varsha        | Renjith         | varsharenjith@gmail.com          |            |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 7  | Siddhant      | Gade            | siddhantgade2004@gmail.com       |            |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 8  | Nirmit        | Patel           | nirmitpatel03@gmail.com          |            |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 9  | Mythri        | Muralikannan    | mythrimuralikannan@yahoo.co.in   |            |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 10 | samuel        | mathew          | samuelmathew1234@gmail.com       |            |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 11 | Ashwin        | Shaji           | ashwinshaji29@gmail.com          |            |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 12 | Tanishka      | Bhatia          | tanishkabhatia@gmail.com         |            |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 13 | Sween         | Nixon           | sweennixon@gmail.com             |            |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 14 | Kamala Shreya | Sreepada        | kamalashreyasreepada17@gmail.com |            |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 15 | Vayk          | Mathrani        | vaykmathrani@gmail.com           |            |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 16 | Afreen zara   | Riyaz baig      | afreenzariyazbaig@gmail.com      |            |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 17 | Anushmita     | Bose            | anushmitaboseeducation@gmail.com |            |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 18 | Shashwat      | Rao             | shashwatrao@gmail.com            |            |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 19 | Arka          | Pal             | arka@gmail.com                   |            |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 20 | HARDIK        | MATHUR          | hardikmathurk007@gmail.com       |            |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 21 | Jovie         | Ade             | jovieade4@gmail.com              |            |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 22 | Selena        | Chainani        | selenachainani@gmail.com         |            |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 23 | Ishan         | Vaish           | ishanvaish0@gmail.com            |            |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 24 | Shraddha      | Rajesh          | shraddharajesh2004@gmail.com     |            |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 25 | Sivadurga     | Adduri          | sivadurgaadduri@yahoo.in         |            |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 26 | Nandini       | Singh           | nandinisingh@gmail.com           |            |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 27 | Raagav        | Ramakrishnan    | raagavramakrishnan2004@gmail.com |            |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 28 | Saanika       | Mahajan         | saanikamahajan@gmail.com         |            |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 29 | Kimaya        | Padmashali      | kimayapadmashali@gmail.com       |            |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 30 | Rajat         | Nambiar         | rajatnambiar@gmail.com           |            |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 31 | Joanna        | Abraham         | joannaabraham2004@gmail.com      |            |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 32 | Steve         | Mathew          | stevemathew@gmail.com            |            |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 33 | ALAN          | LIGI            | alaneligi20@gmail.com            |            |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 34 | Ayush         | Chatterjee      | ayushchatterjee0704@gmail.com    |            |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 35 | Ibrahim       | Qadeer          | ibrahimqadeer@outlook.com        |            |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 36 | Syed          | Saadullah Ghazi | syedsaadullahghazi@gmail.com     |            |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 37 | Pranit        | Thomas          | pranitthomas@gmail.com           |            |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 38 | Aukshani      | Londhe          | aukshanilondhe@gmail.com         |            |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 39 | Sivaa         | Balamurugan     | sivaa_balamurugan@gmail.com      |            |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 40 | Manish        | Duvuru          | manishduvuru2004@gmail.com       |            |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 41 | Darren        | Tony Philip     | darren_tonyphilip@gmail.com      |            |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 42 | Sreerag       | Sajilal         | sreeragsajilal@gmail.com         |            |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 43 | ARMAAN        | KANCHAN         | armaankanchan@hotmail.com        |            |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 44 | Aarya         | Ajith           | aaryaaajith2010@gmail.com        |            |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |



Select the all private mail ID, guest mail IDs and copy them

July 2020

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August 2020

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Today < > July 5 - 11, 2020

Washington, D.C. Today 91° F / 78° F Tomorrow 91° F / 78° F Wednesday 90° F / 75° F Week

Calendar - jawid\_nazir@manipaldubai.com

| Sun   | Mon | Tue | Wed | Thu | Fri | Sat |
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Employee Orient: <https://mmc.zoom>  
Sajida Sabi [MAHI]

Calendar - jawid\_nazir@dxb.manipal.edu

| Sun   | Mon | Tue | Wed | Thu | Fri | Sat |
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Click on the date you want to set meeting/event

- My Calendars
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  - Birthdays - jawid\_nazir@ma...
  - Calendar - Online Archive ...
  - Calendar - jawid\_nazir@dxb...
  - Birthdays - jawid\_nazir@dxb...
- Other Calendars
- United States holidays

July 2020

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August 2020

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Click on the MS Teams icon

Calendar - jawid\_nazir@dxb.manipal.edu

| Sun   | Mon | Tue | Wed | Thu | Fri | Sat |
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- My Calendars
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  - Calendar - jawid\_nazir@dxb...
  - Birthdays - jawid\_nazir@dxb...
- Other Calendars
- United States holidays

This email message will be sent to about 43 recipients.

You haven't sent this meeting invitation yet.

**Send**

From: jawid\_nazir@dxb.manipal.edu

Title: **Workshop on Cyber Security Essentials**

Required: jiteshreddy2004@gmail.com; gautham.sanilkumar@gmail.com; ananya...@gmail.com; vishalsivakumar188@gmail.com; varshadr02@gmail.com; siddhant.gade2004@gmail.com; nirmitt1752003@gmail.com; deepuk207@yahoo.co.in; samuelmathew1234@gmail.com; shajishwin29@gmail.com; tanishkam22@gmail.com; jawaharnix@gmail.com; amalashreya17@gmail.com; vaykmathrani@gmail.com; Afreenzara7@gmail.com; anushmita...@gmail.com; shashwatraob@gmail.com; arkapal157@gmail.com; +25 others

Optional:

Start time: Tue 7/7/2020 6:30 AM Abu Dhabi, Muscat All day  Time zones

End time: Tue 7/7/2020 7:00 AM Abu Dhabi, Muscat [Make Recurring](#)

Finally click on send

Set the title

Past the mail IDs copied

Set the date and time

Room Fin... X

July 2020

| Su | Mo | Tu | We | Th | Fr | Sa |
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| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | 1  |
| 3  | 4  | 5  | 6  | 7  | 8  |    |

Good  Fair  Poor

Choose an available room:

None

Suggested times:

- 8:00 AM - 8:30 AM  
43 unknown: jiteshre...
- 8:30 AM - 9:00 AM  
43 unknown: jiteshre...
- 12:00 PM - 12:30 PM  
43 unknown: jiteshre...
- 12:30 PM - 1:00 PM  
43 unknown: jiteshre...
- 4:00 PM - 4:30 PM  
43 unknown: jiteshre...
- 4:30 PM - 5:00 PM  
43 unknown: jiteshre...
- 9:00 AM - 9:30 AM  
1 conflict, 43 unknown
- 9:30 AM - 10:00 AM  
1 conflict, 43 unknown
- 10:00 AM - 10:30 AM  
1 conflict, 43 unknown
- 10:30 AM - 11:00 AM  
1 conflict, 43 unknown
- 11:00 AM - 11:30 AM  
1 conflict, 43 unknown
- 11:30 AM - 12:00 PM  
1 conflict, 43 unknown
- 1:00 PM - 1:30 PM  
1 conflict, 43 unknown
- 1:30 PM - 2:00 PM  
1 conflict, 43 unknown
- 2:00 PM - 2:30 PM  
1 conflict, 43 unknown
- 2:30 PM - 3:00 PM  
1 conflict, 43 unknown

# Thank You

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