

How to create a new team meeting

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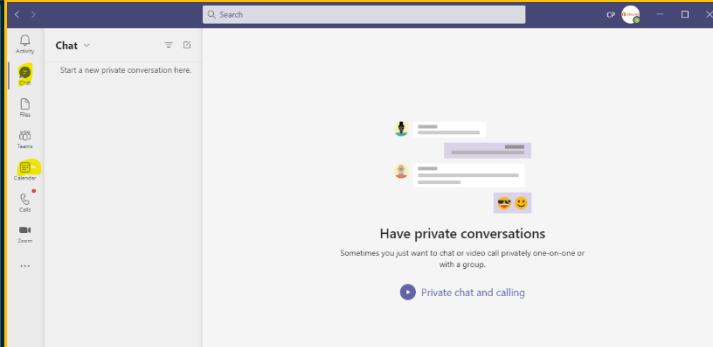
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STEP 1

Strat the Team app

On the Teams app click on the calendar sign that you can find on the left

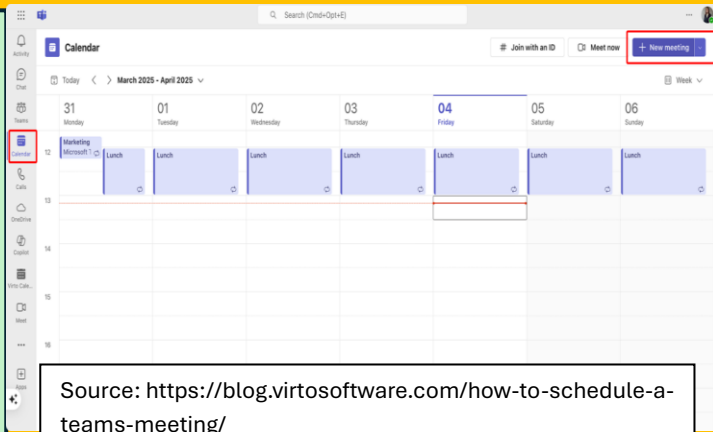


Source: <https://learn.microsoft.com/en-us/answers/questions/4386632/calendar-chat-and-other-sidebar-menu-items-in-team>

STEP 2

When in the calendar you can start a new meeting

Which then will give you more options to pick the topic/agenda time and date

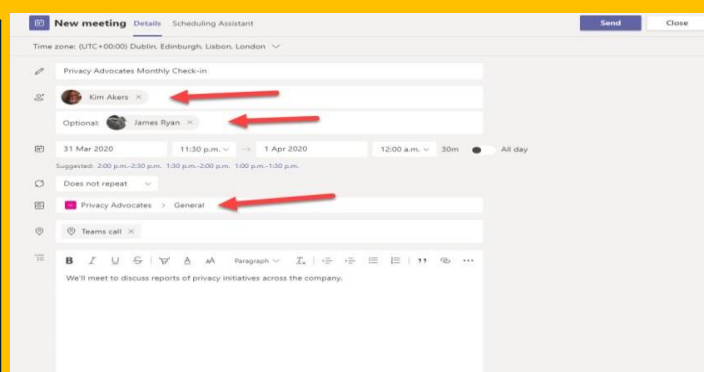


Source: <https://blog.virtosoftware.com/how-to-schedule-a-teams-meeting/>

STEP 3

When the time and date are set write the email of the people that you want to invite to the meeting

Finally verify that the invitations went through and after you can view the meeting in on your calendar



Source: <https://office365itpros.com/2020/03/31/teams-meeting-invitations/>

CONCLUSION

Creating a new meeting very simple and a very quick process. Which is good since it is a great tool to connect you with other people for work, studying, projects and even party organisations.

Sources:

1. <https://learn.microsoft.com/en-us/answers/questions/4386632/calendar-chat-and-other-sidebar-menu-items-in-team>
2. <https://blog.virtosoftware.com/how-to-schedule-a-teams-meeting/>
3. <https://office365itpros.com/2020/03/31/teams-meeting-invitations/>