

HOW TO CREATED NEW METEENG IN MICROSOFT TEAMS.



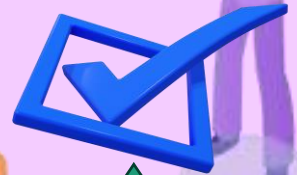
OPEN
MICROSFT
TEAMS



GO TO
CALENDAR



“CLICK”.
NEW
MEETING



ADD
MEETING
DETAILS



ADD
DESCRIPTION

- Write a
brief
agenda or
notes.



CLICK
SAVE



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**CREATING MEETING IN MICROSOFT TEAMS IS
QUICK AND EFFICIENT**