

# How to Set up a teams Meeting

## What is a teams Meeting?

Microsoft teams is a virtual networking platform that allows people to connect and work together through a video call and Audio call. Giving you the option to schedule meetings with friends, work colleges and conduct interviews with the ability to file share and work together.

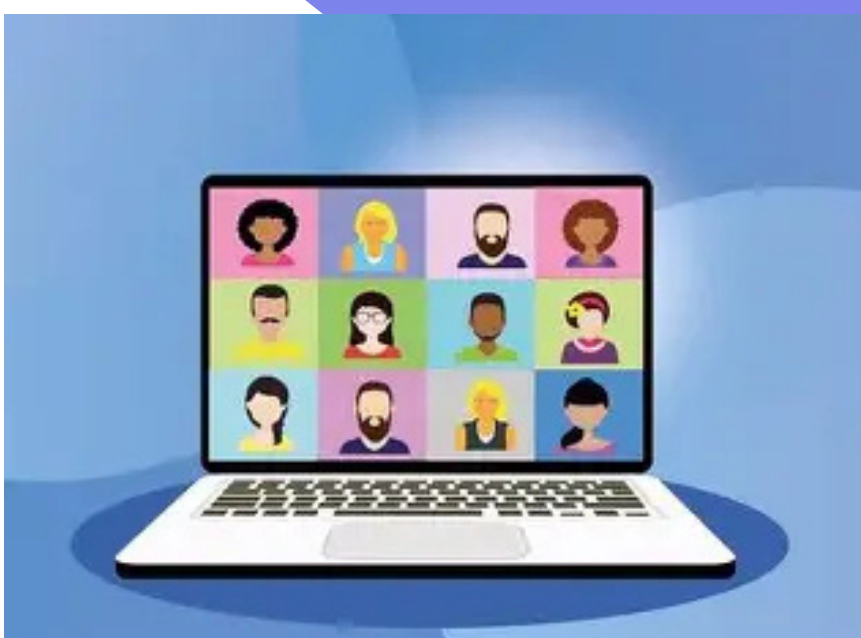
### Creating a new teams call

Once you have opened up teams you can find on the left hand side of the screen you can find the teams icon once you have clicked the icon, at the top right of the screen you can find another option that says 'create a new teams'



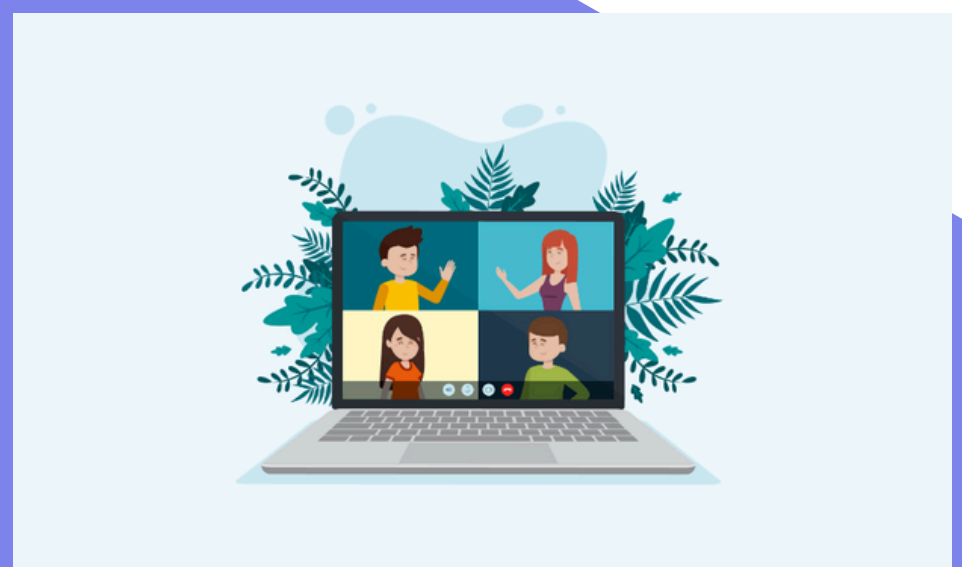
### How to fill in your meeting details

You can add a team name of your choice and add the description of your meeting which will advise the members of the call to see what the meeting is about.



### How to set up a new meeting

when clicked, a box will appear which you will then need to select 'build a team from scratch' from here you can decide if you want your meeting private or public and this allows you to decide whether people will need your permission to join.



### Where to find your calls and chats to existing contacts

You can find existing chats in the teams icon on the left hand side of the screen from there you can communicate with existing contacts and create new calls