



HOW TO CREATE A NEW TEAMS MEETING



Hamdi Dahir

250441

Microsoft Teams is a digital collaboration platform that allows users to communicate, share files, and host online meetings. It is widely used in educational and professional environments for remote teamwork and virtual learning (Microsoft, 2023).

Steps to Create a Meeting

- 1 Open Microsoft Teams and go to the Calendar tab on the left-hand side.
- 2 Click New Meeting at the top right of the screen.
- 3 Enter your meeting title, invite participants, and set the date and time.
- 4 (Optional) Add a description or agenda for clarity.
- 5 Select Save to generate a meeting link and send invitations.

Benefits of Using Teams

Teams enables students and staff to stay connected, share files, and collaborate in real-time. It integrates with other Microsoft 365 tools such as Word and OneNote, making learning more interactive and organised (How-To Geek, 2023).

References:

<https://www.howtogeek.com> (Accessed: 23 October 2025).

