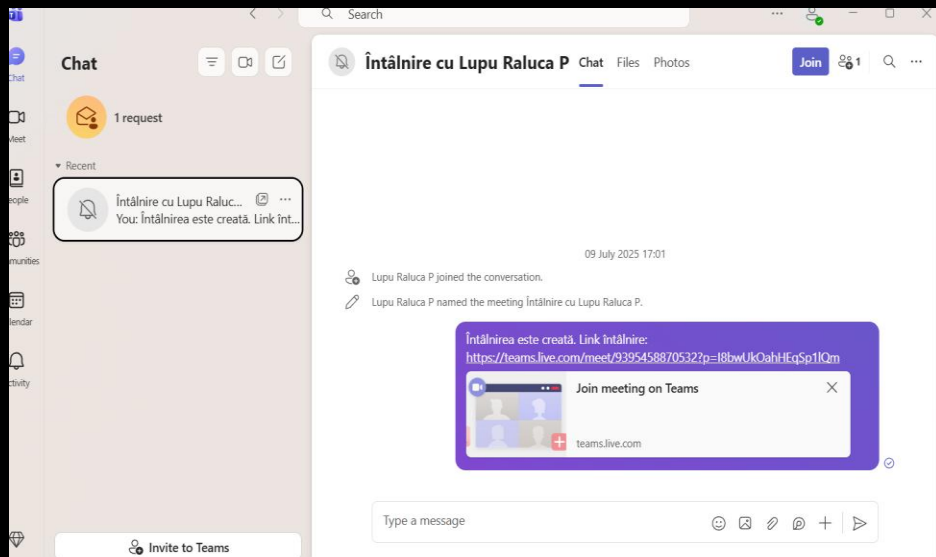
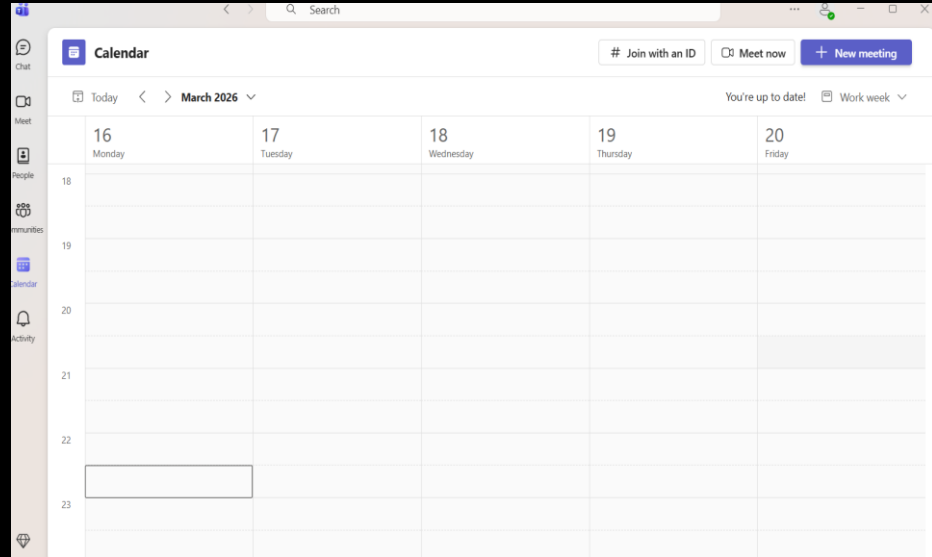


HOW TO CREATE A MICROSOFT TEAMS MEETING

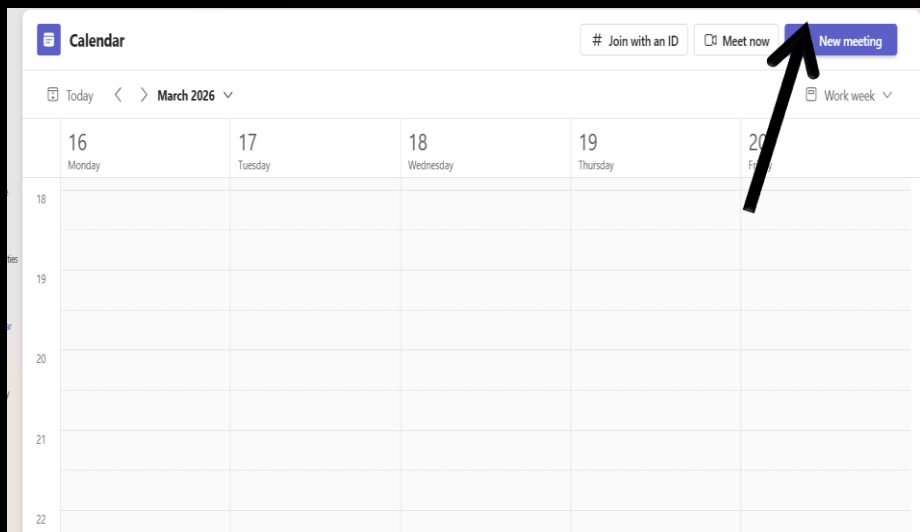
Step01: Open Microsoft Teams. *Open Microsoft Teams and sign in to your account.*



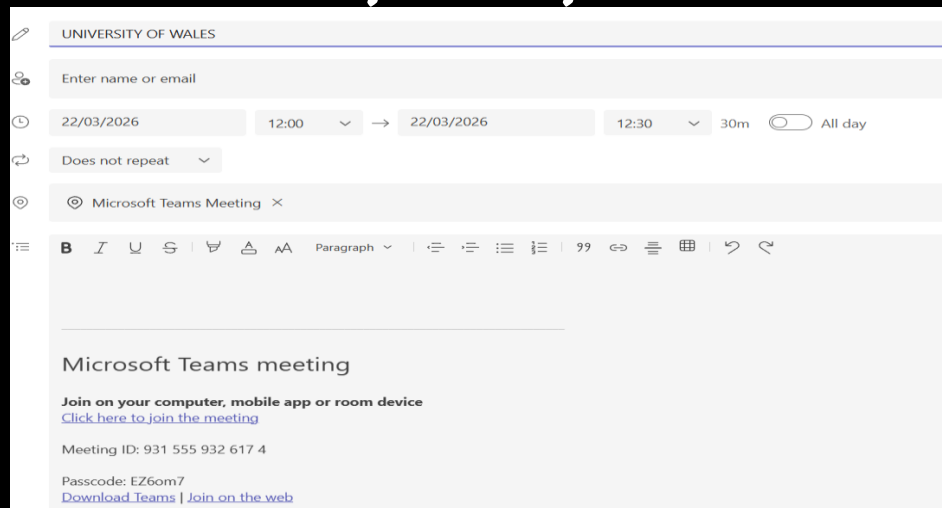
Step02: Go to the Calendar *Click on the Calendar option from the left menu.*



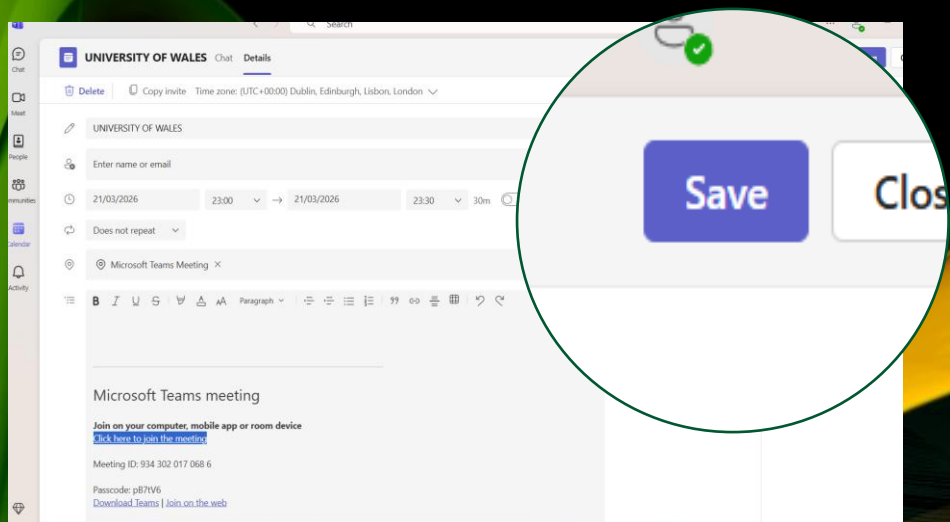
Step03: Create a New Meeting. *Click on the "New Meeting"*



Step04: Enter Meeting Details *Add the meeting title, date, time, and participants.*



Step05: Send the Invitation *Click "Save" to send the meeting invitation.*



Step06: Join the Meeting *Participants can join the meeting using the link provided.*

