

Creating a new teams meeting From desktop

Author - Dursun Tonbul
Student number-2513587
Lecturer- kazeem Osani

firstly you click the Start menu
Then you type Teams in the search box.
After you select Microsoft Teams from the list of results. 

In the left menu click Calendar then
choose the small calendar icon at the top. 

Look to the top right corner and
click new meeting to begin 

Lastly complete all the meeting details by entering a title then
select the date and time, add a description, and explain any
required attendees. 