

How To Create a New Teams Meeting

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step1

Open Microsoft teams

- Launch Microsoft Teams on your device or open it in your browser.

Step2

Go to the calendar

- On the left side of the screen click on the Calendar tab.



Step3



Click on "New Meeting"

- This opens the page where you set up your meeting.

Step4

Choose the title for your meeting

- Type a clear name for your meeting so people understand what it's about before they join.

Step5

Choose the date and time.

- Pick the date and time for your meeting so everyone knows exactly when to join.

Step6

- Add people by their email addresses.



Step7

- You can write a short note for example, what the meeting is about.

Final Step

- Click save and your meeting is done!

