

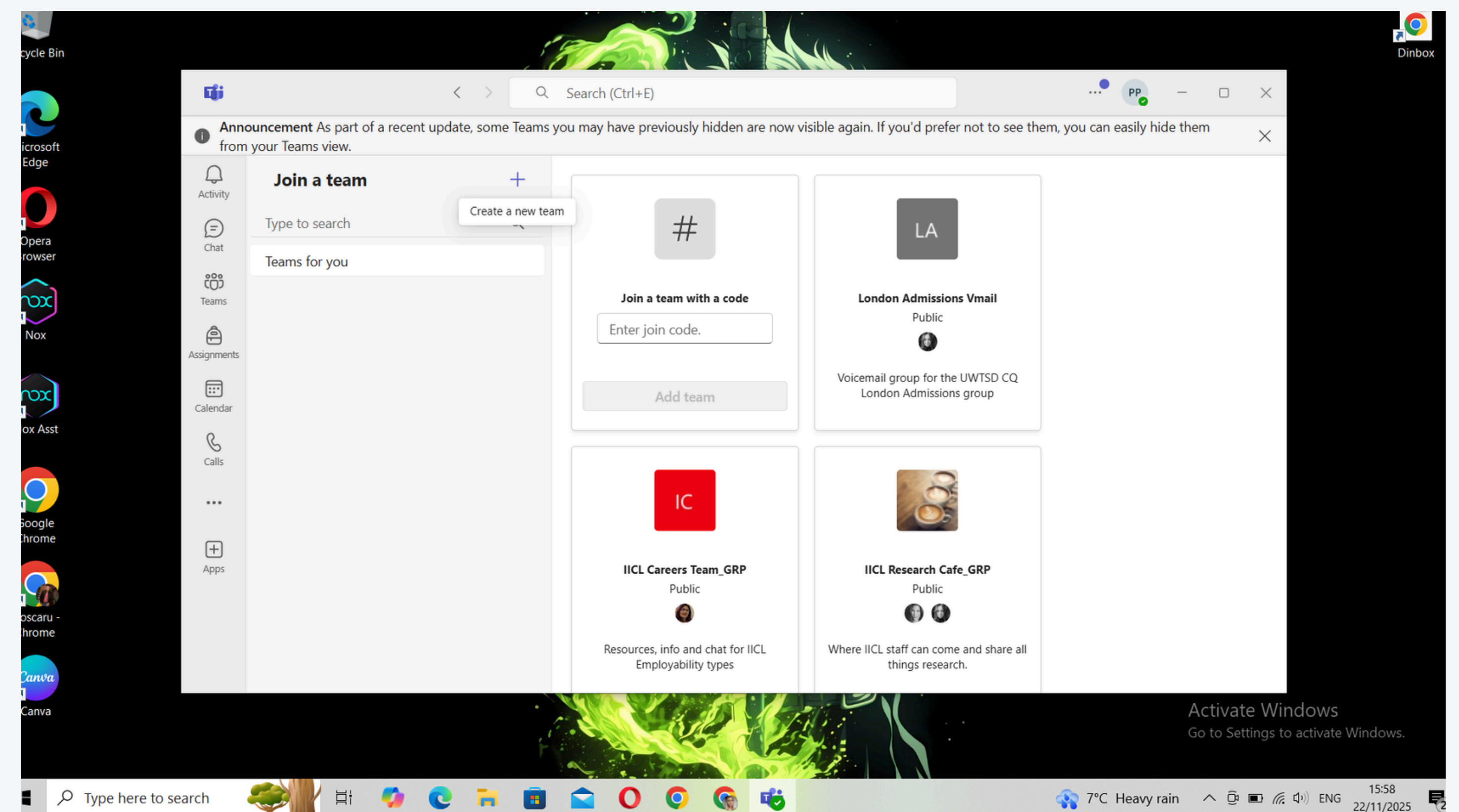
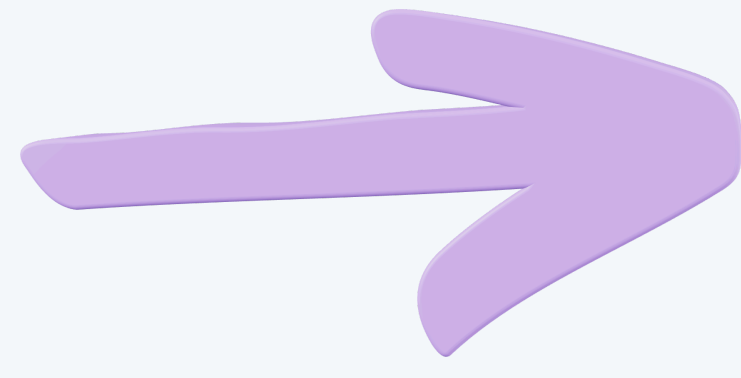


HOW TO CREATE A NEW TEAMS MEETING

OPEN MS TEAMS

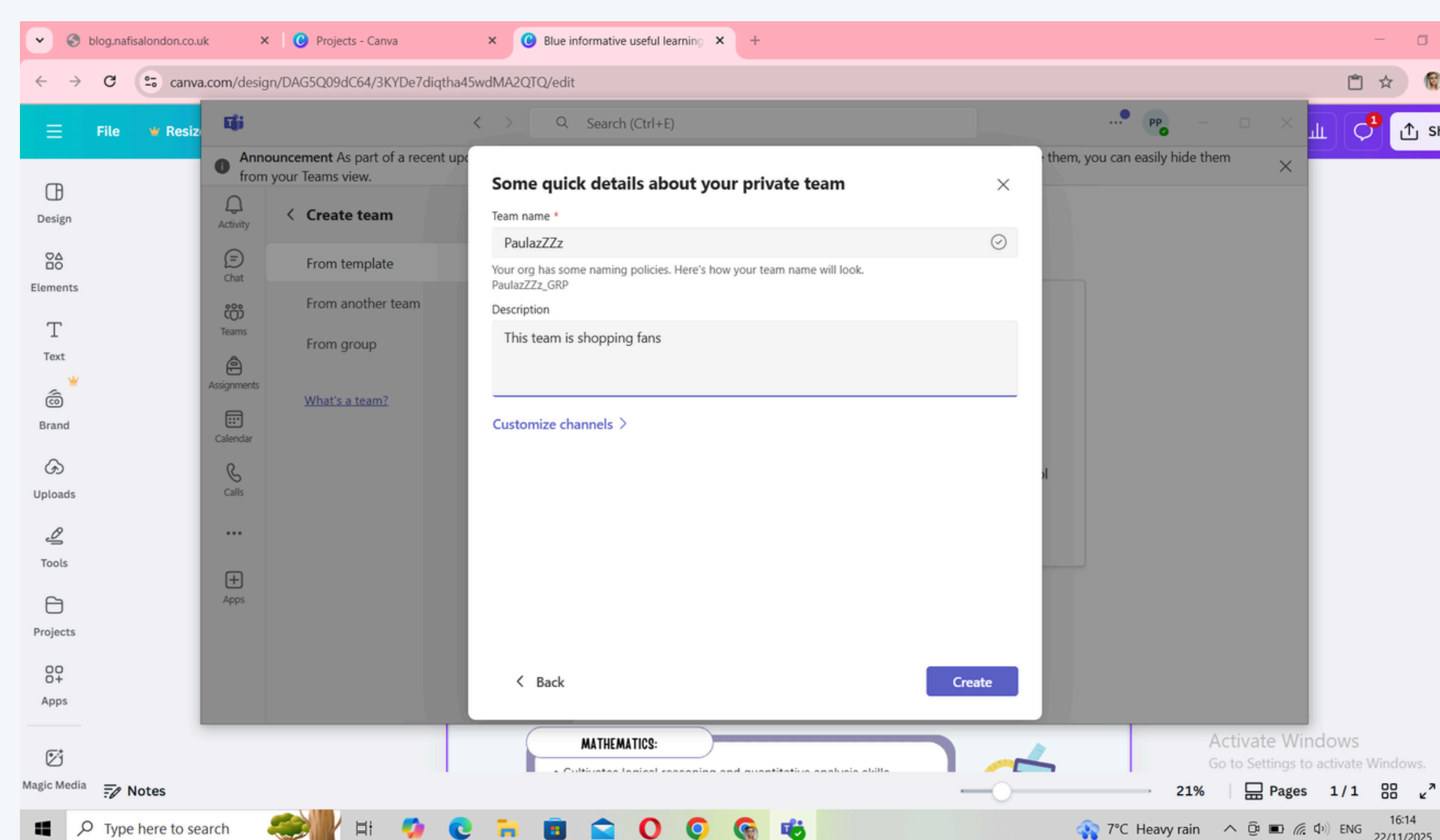
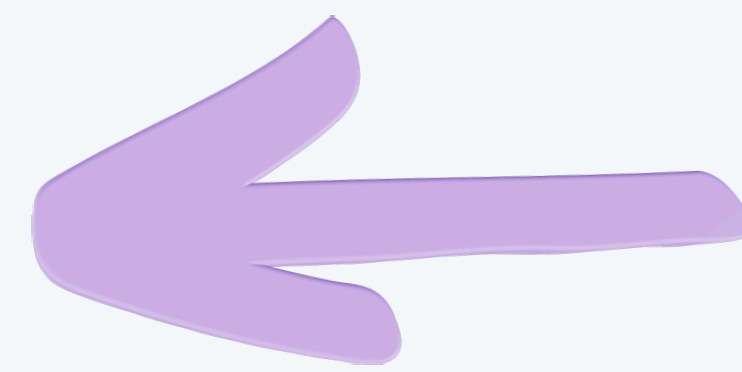
You can use either :

- The desktop app
- The web version
- The mobile app



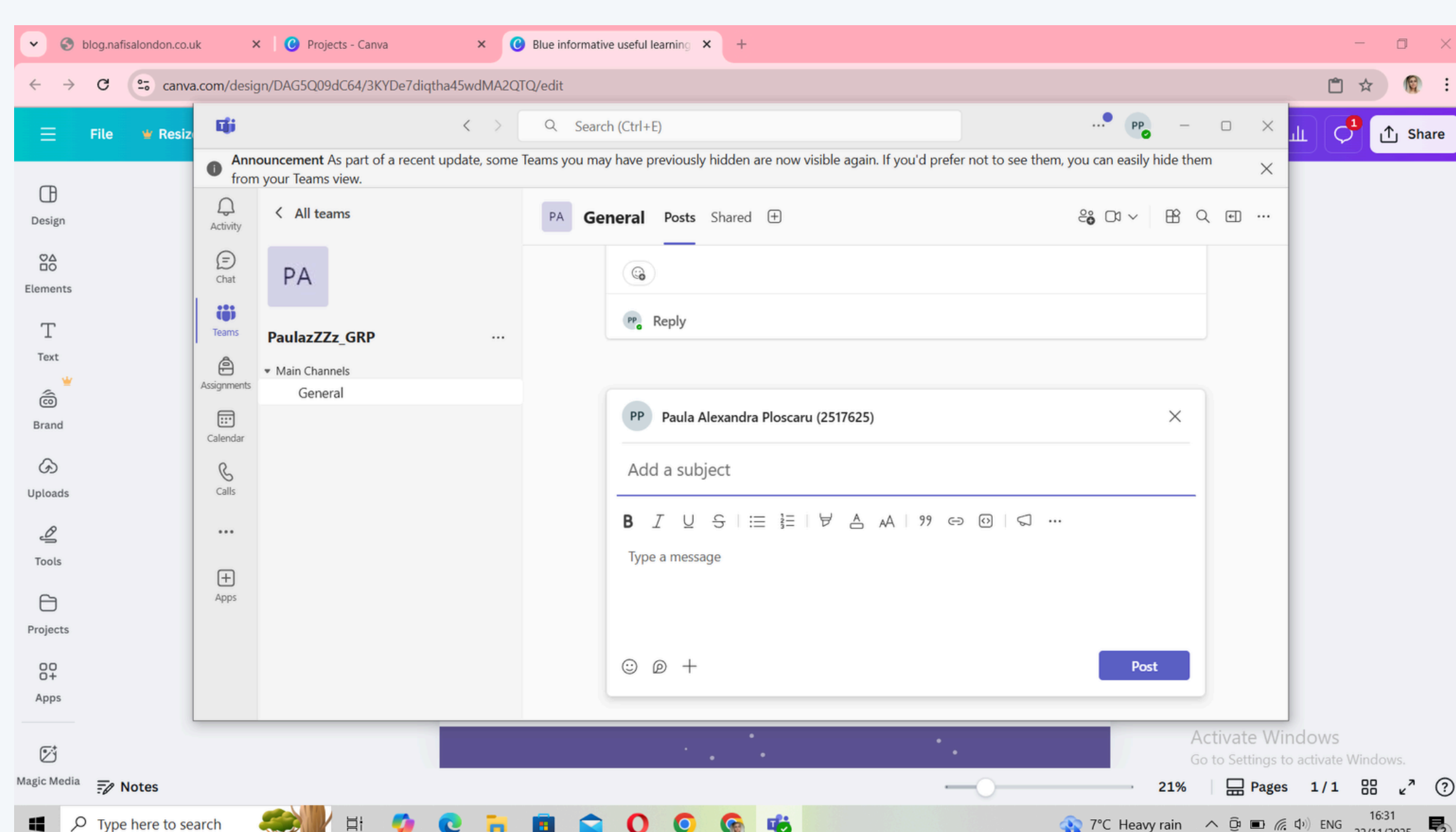
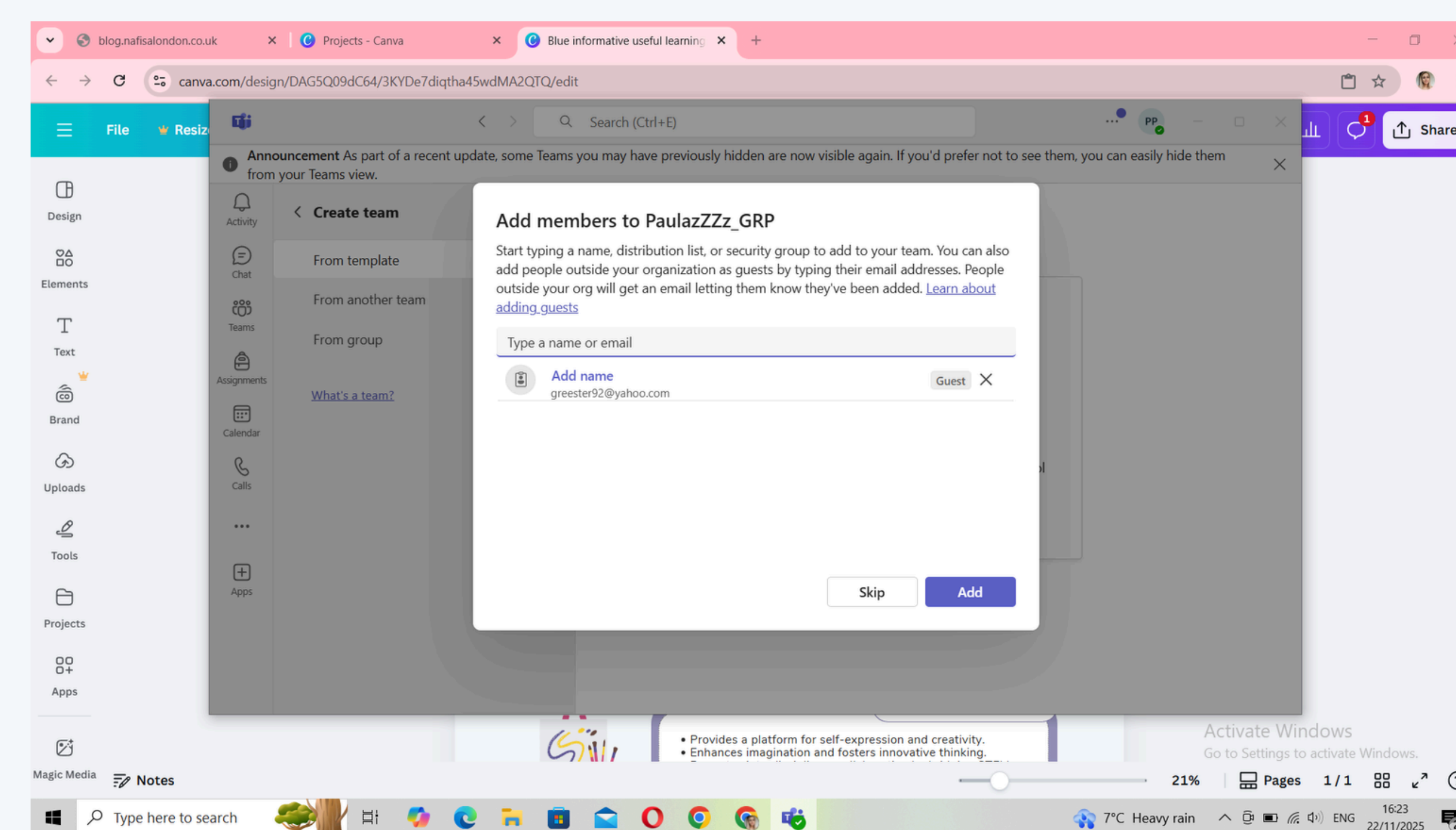
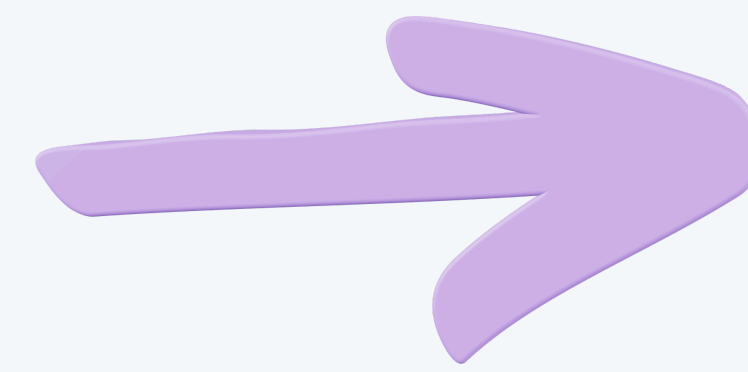
Create a new team

- Look into the left corner for join a team
- Press + to create a new team
- Choose if you want it public or private
- Give it a team name and a description



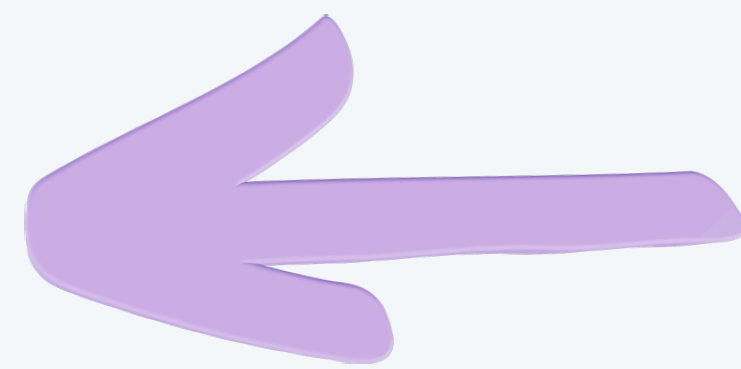
ADD NEW MEMBERS

- Type a name or an email to add new members or skip this step



CREATE A NEW POST

- At the bottom of the page you'll find post in channel
- Add a subject and a message



GO TO CALENDAR

- On the left-hand navigation bar click calendar .
- This is where all your scheduled meetings will appear.

