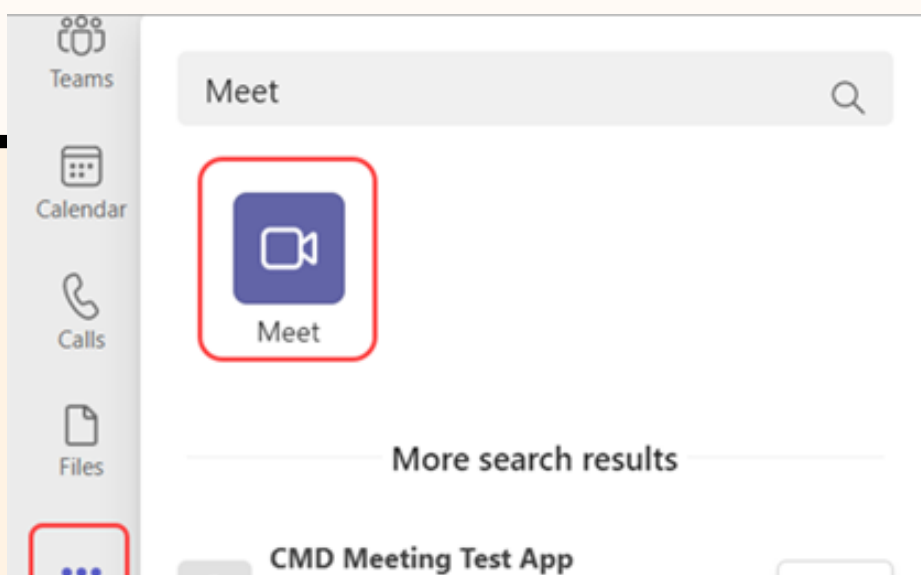


HOW TO CREATE A NEW TEAMS MEETING

Teams Meeting

Teams meeting is a tool that you can use to do video call with other people, it was used a lot on covid for online classes, and is still being used a lot for work meeting, you can create slides and do a presentation so everyone can watch.



What is Teams?

Microsoft Teams is a platform by Microsoft most used to work or to study, where it allows you to to video conference, send files and have a group chat.

How to Create It

When you open Teams, you tap on the bullet points tab on the left than press to create a new meeting, you choose the title, the date, the time and then you create the meeting, then you copy the link and send to everyone who you want to participate.

Other information

Who receives the link just need to click on the link and type your name and the person who created the meeting needs to allow so the person can enter the meeting, and there you can speak, chat, send emojis and also can mute yourself and just listen and watc.

References

It is available at: <https://teams.live.com/free>

