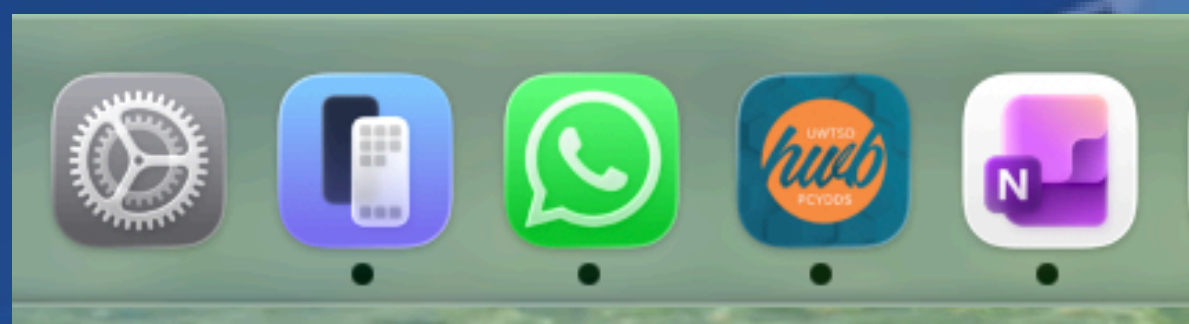


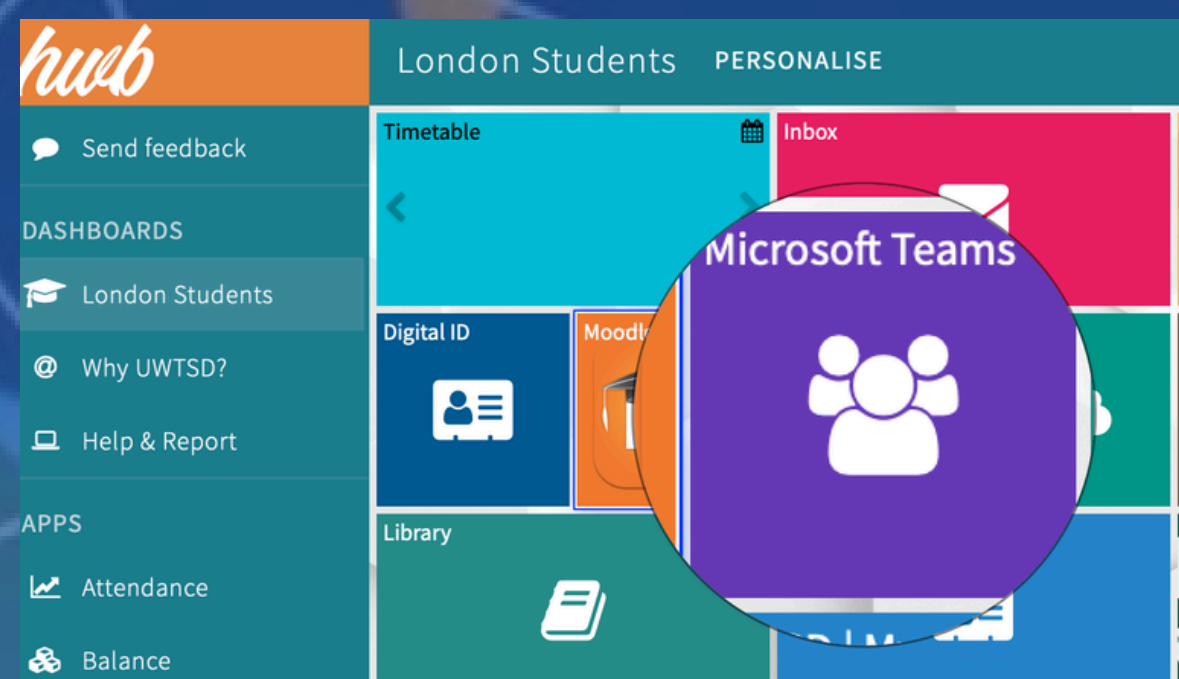
HOW TO CREATE A NEW TEAMS MEETING from the UWTSD HWB



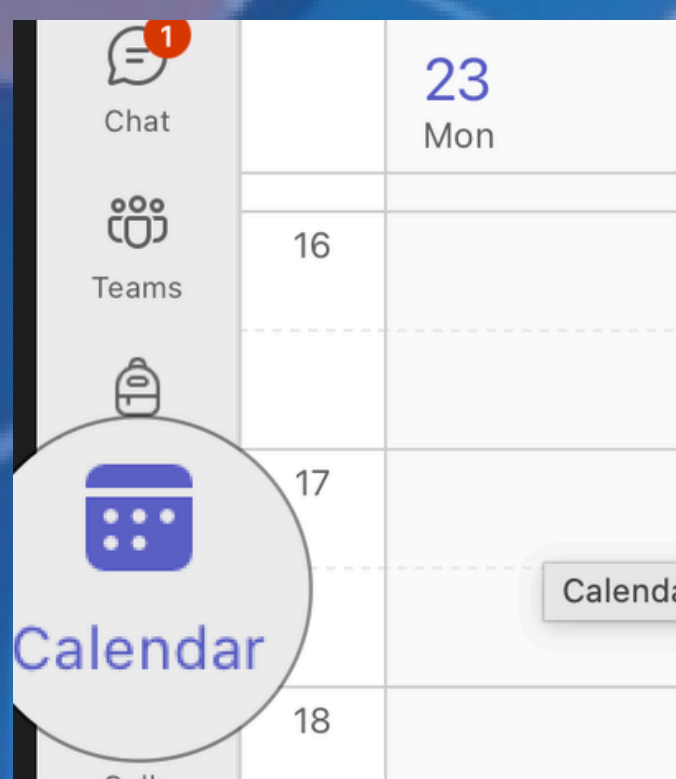
1. Open the UWTSD HWB page from your device



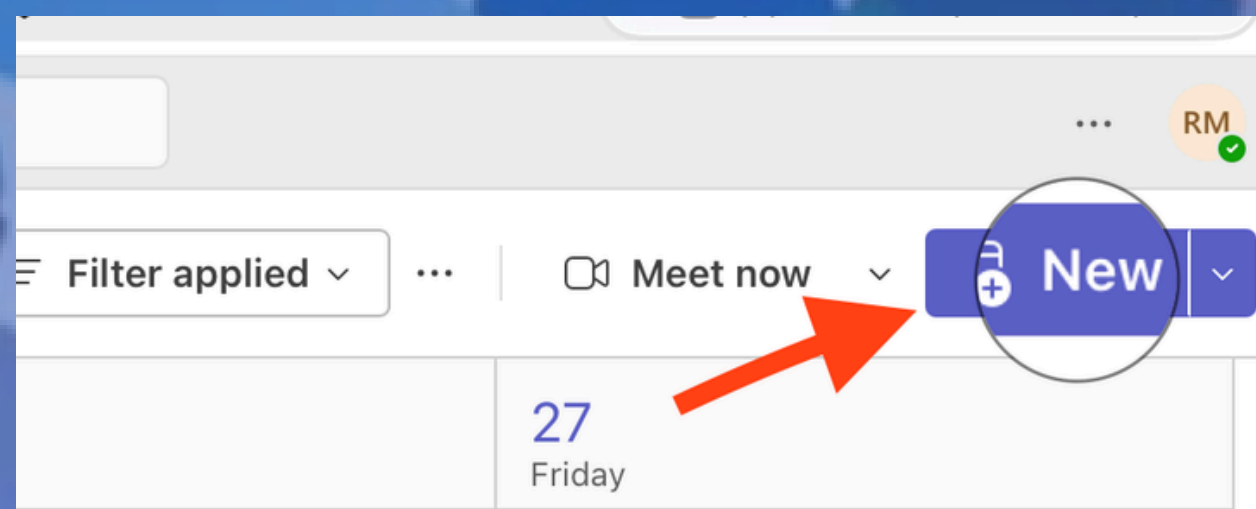
2. Look for the MS Teams Icon and click on it.



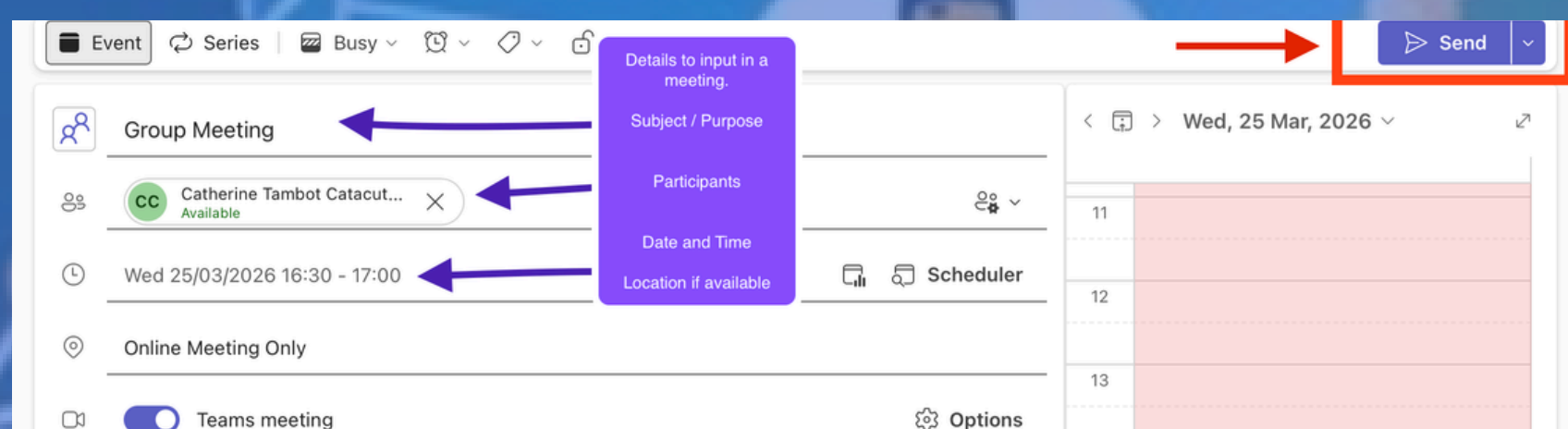
3. Click the calendar. Click on the 'Calendar' icon on the left sidebar.



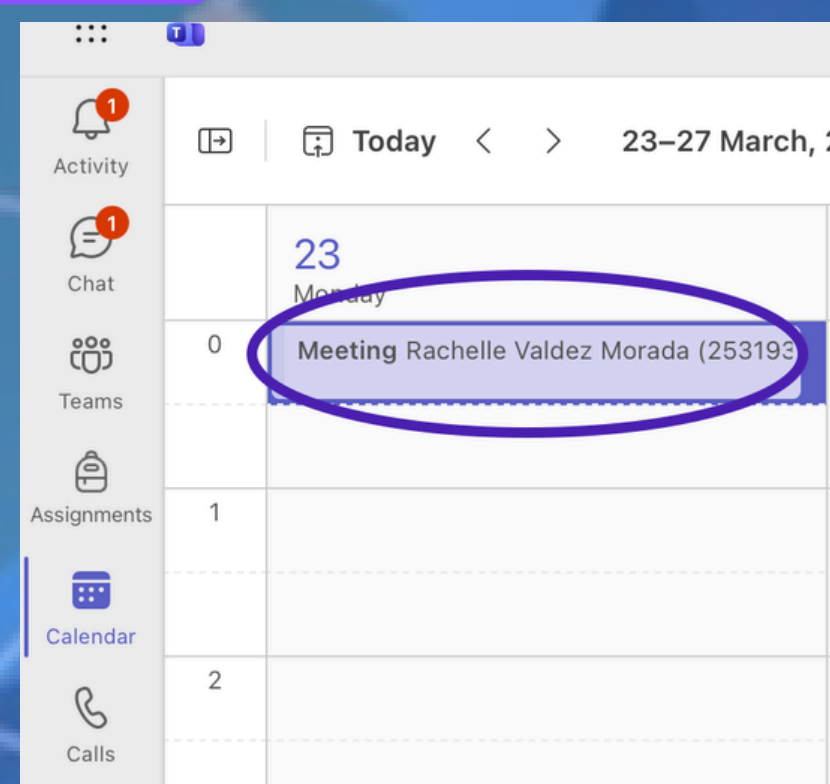
4. Click on New for an new Meeting at the top right corner of the screen.



5. Fill in the meeting details, including title, date, time, and participants name/s, then click 'Send'.



6. When you check your calendar, you will find the meeting on the date of the invite.



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Course: CERT HE Business Skills in the Workplace Term 1