

How to create a new Teams meeting?



Aismena Arlauskaitė - 2528358

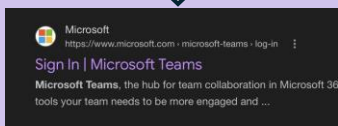


If **you are** a student or a member of staff and you're not sure how to create a new teams meeting, this guide will show you step by step how to do it in just a few minutes!

Microsoft Teams allows students and staff to schedule online meetings for classes, group work, and presentations. Creating a meeting makes sure that all participants receive an automatic notification and link which keeps the communication organised and professional.

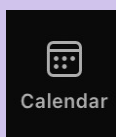
STEP 1

Firstly, open Microsoft Teams on your desktop or whichever device you have and log in.



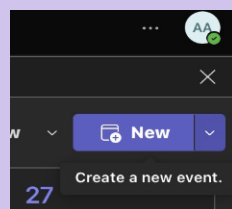
STEP 2

Secondly, click on the calendar icon which is on the left hand navigation panel. This shows your scheduled events and meetings.



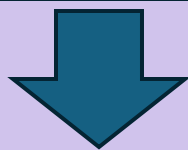
STEP 3

Thirdly, on the top right corner select "new" to begin creating your meeting.



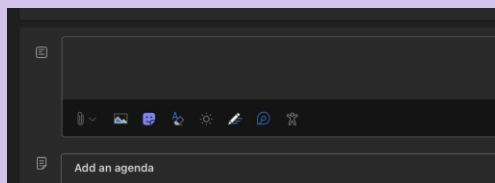
STEP 4

Fourthly, enter a clear meeting title so everyone knows what the meeting is about. Then choose the correct date and time. Add participants by typing their names or student email addresses into the attendee section.



STEP 5

Fifthly, If needed, add any extra details in the description below, like what everyone needs to prepare before the meeting.



STEP 6

Finally, click "save" to schedule the meeting. All invited participants will automatically receive a notification and the meeting will be added to their calendar.

Turn on the "Teams meeting" toggle to make it an online meeting.

