



Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

CertHE in Business

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Course Name: Digital Skills LCLM4002

Lecturer Name: Nishi Ramsurrun

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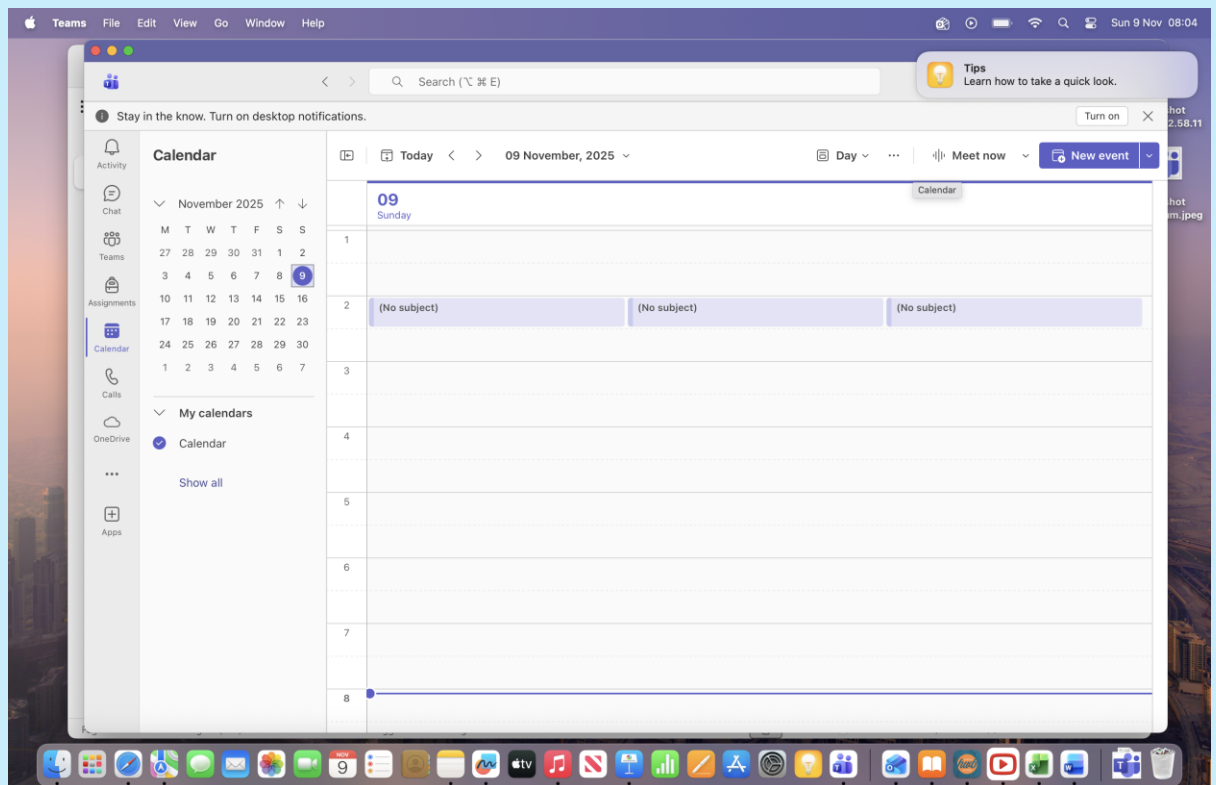
HOW TO CREATE MEETING IN TEAMS

Follow my step by step guide

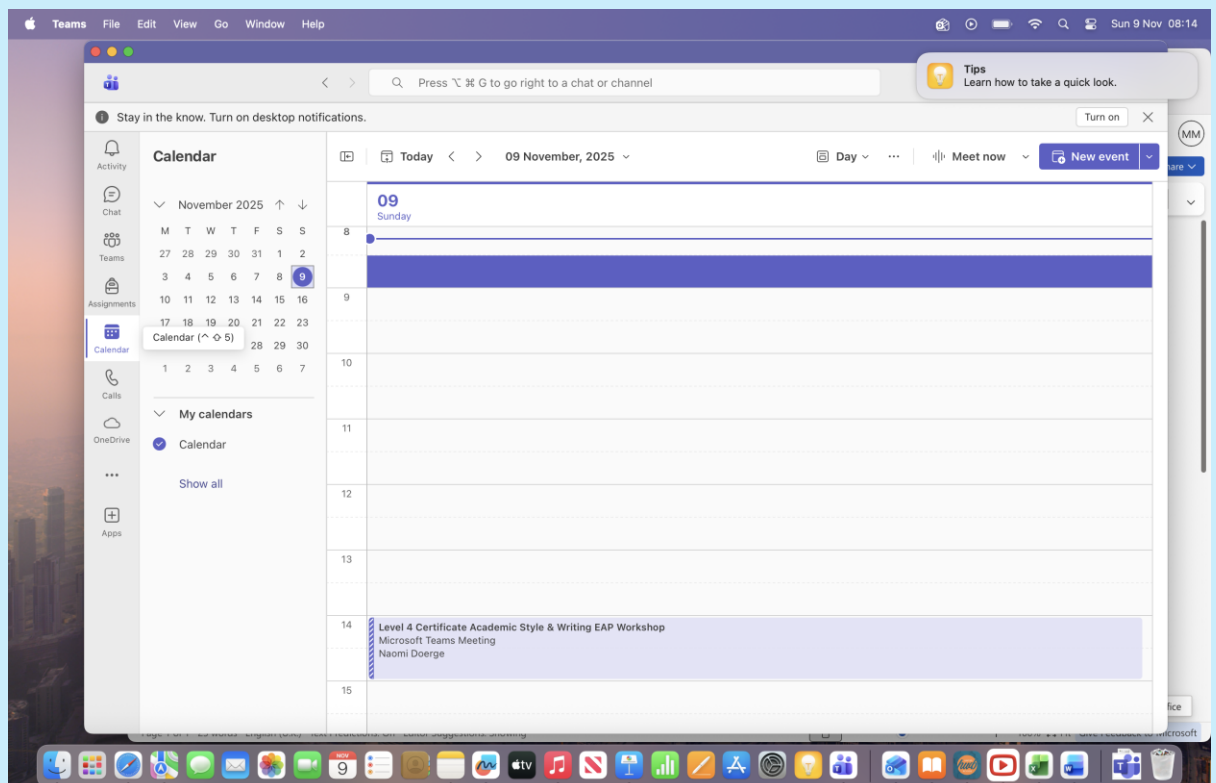


➤ Open teams Skills

➤ Go to calendar



Create an events



➤ Add change date

➤ Add time