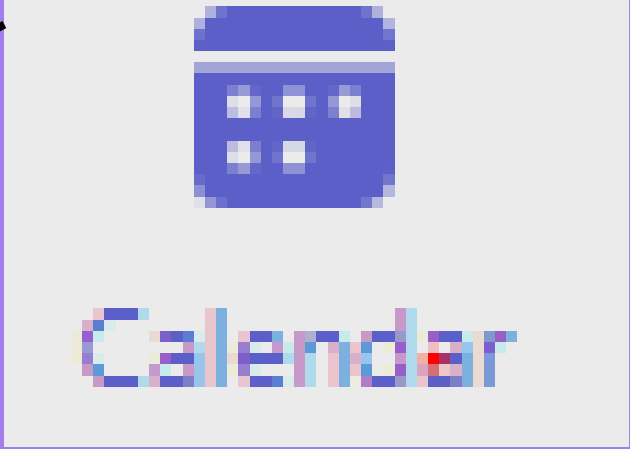


HOW TO CREATE A TEAMS MEETING???



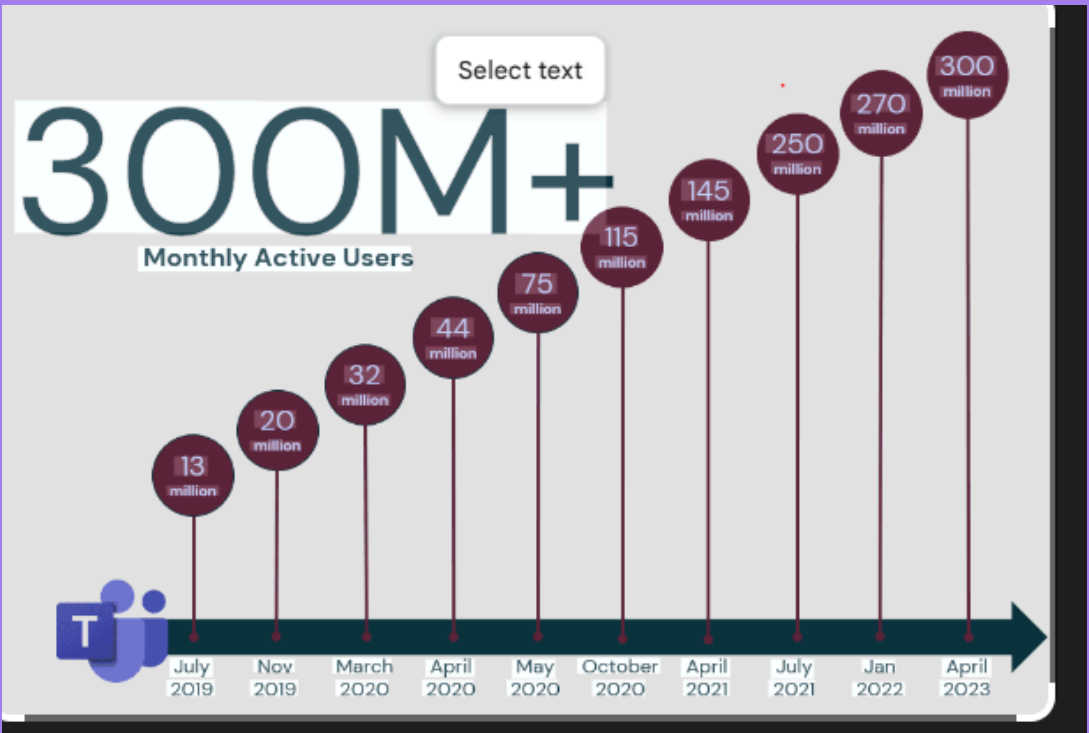
TEAMS IS KNOWN FOR DOING ALL SORTS OF STUFFS ON IT BUT MOST PEOPLE USE IT TO JOINING MEETINGS OR TO CREATE A MEETING. AND I WILL BE SHOWING YOU HOW TO CREATE YOUR OWN MEETING. AS OF LATE 2024 AND HEADING INTO 2025, MICROSOFT TEAMS HAS AN ESTIMATED 320 MILLION+ MONTHLY ACTIVE USERS. JOIN US TODAY AND BE A PART OF OUR COMMUNITY.

First thing you would have to do is have teams downloaded, once you have it opened you should see a icon like this calendar icon.



once you have opened calender you should see a page like this which would require you, add your meeting title, date and time of day when you want your meeting as well as the invited attendees. Once all details are complete, then you can click send to share the link and they can join the meeting as scheduled.

	Add title	
	Invite required attendees	
	Wed 2/25/2026 1:00 AM - 1:30 AM	Scheduler
	Add a room or location	
	☒ Teams meeting	Options



THIS IS A CHART THAT SHOWS HOW MANY DAILY USERS THERE IS THAT USE TEAMS OVER THE LAST 5 YEARS THERE IS 300+ USERS

ELISEI CONSTANTIN-STUDENT ID: 2520226

SHARE THE LINK BY COPYING IT AND SEND IT TO WHO YOU WOULD LIKE TO JOIN THE MEETING WITH YOU, SET THE DATE YOU WANT THE DATE OF THAT MEETING, LAST BUT NOT FINAL ADD A ROOM NUMBER WHERE YOU MEETING WOULD BE HELD & LAST STEP MAKE SURE U HAVE THE TEAMS MEETING ICON TURNED ON IF ITS A VIDEO CALL.