

HOW TO CREATE A NEW TEAMS MEETING

Aim of this poster:

To demonstrate how to schedule a meeting step by step

What is Microsoft teams?

- Microsoft Teams is a digital communication platform allowing their users to chat, share files, and hold online meetings efficiently.
- Meetings on Teams can be created from: the Teams calendar, the chat window and outlook integration.
- It is widely used in universities and workplaces and supports remote learning and collaboration.
- This guide will focus on creating meetings from the Teams Calendar.

STEP 1: Open Microsoft Teams

- Launch the application (once installed on your device if on desktop) or your web browser and ensure you log in using your university or work account.
- Your screen should be containing chat, Teams assignments, calendar, calls, files as well as your profile icon in the top right corner.

STEP 2: Navigate to the calendar

- Click on the Calendar icon in the left sidebar.
- Your calendar view will appear (Day, Work week, or Month view.)
- Look for the “+ New Meeting” button at the top right corner.

STEP 3: Click “New Meeting”

- Once you have the “+ New Meeting” button, a new window will open with fields for meeting details.
- Fields include: name of your meeting, invite option via email or Teams username, date and time and location.
- You can fill these fields out according to your personal meeting details.

STEP 4: Add meeting details

- Add your title, invite attendees by typing usernames or emails (you can also add required and optional attendees).
- Set a date and time (choose convenient slots and use “repeat” for any recurring meetings).
- Lastly, add further details/agenda by adding bullet points for discussion topics and include any links or files.

STEP 5: Set meeting options

- Click “Meeting Options” to customise: who can present vs who can attend only, enable or disable meeting lobby, allow chat before or after the meeting and adjust based on meeting type

STEP 6: Send the invitation

- Once all fields are filled, click “Send”
- Attendees receive and email or message with a Join Teams Meeting link
- Your meeting appears on your Teams Calendar

STEP 7: Join the meeting

- At the meeting time, go to your Teams Calendar
- Click “Join” on the meeting entry
- Check audio/video settings before entering
- Use share screen, chat, and reactions as needed during the meeting

Top tips:

- Use Outlook integration to schedule Teams meetings if preferred.
- Add a channel for recurring team meetings so everyone sees it.
- Set a reminder for attendees to reduce lack of participation.
- Customise Teams notifications to alert you before the meeting.

