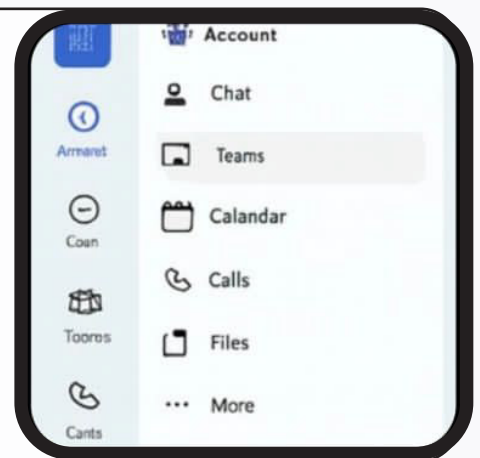


How to Create a Microsoft Teams Meeting

I will show you step by step

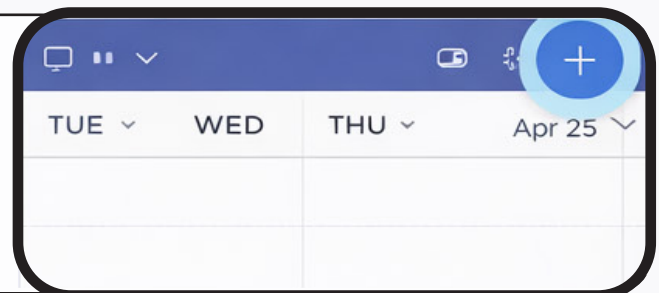
Step -1

Open **Microsoft Teams** and Click on **Calender**.



Step -2

Click on the **+** Icon on the Top right to create a new Teams Event.



Step -3

Fill in the Meeting Details (Title, Guest & Time) then **Click Done**.

