

HOW TO CREATE A NEW TEAMS MEETING

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1. INTRODUCTION

BEGIN BY LAUNCHING MICROSOFT TEAMS AND ENSURE YOU'RE LOGGED INTO YOUR ACCOUNT.

2. CALENDAR SECTION

GO TO CALENDAR SECTION ON THE SIDEBAR TO VIEW YOUR SCHEDULE AND UPCOMING EVENTS.

3. PUT TIMESLOT

CHOOSE A TIME SLOT BY SELECTING THE DATE AND TIME THAT WORKS BEST FOR YOU AND YOUR ATTENDEES. THIS ENSURES EVERYONE IS AVAILABLE AND HELPS YOU AVOID CONFLICTS.



4. ADD ATTENDEES

FILL IN THE SPECIFICS, LIKE THE MEETING TITLE, INVITE THE PARTICIPANTS BY ADDING THEIR EMAILS, AND FINALISE THE TIME.

5. ENABLE TOGGLE

ENABLE THE TEAMS MEETING TOGGLE WITHIN THE FORM AND SAVE YOUR CHANGES TO CONFIRM THE INVITE.

6. REFERENCE

AFTER SCHEDULING, KEEP A RECORD OF THE MEETING DETAILS, FOLLOW UP WITH ANY NEXT STEPS, AND MAKE SURE ALL PARTICIPANTS STAY INFORMED ON PROGRESS.