

HOW TO CREATE A TEAM MEETING



1

OPEN MICROSOFT TEAMS AND GO TO CALENDAR

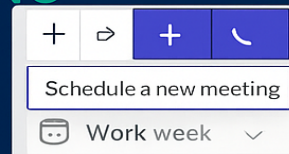
OPEN MICROSOFT TEAMS
AND CLICK THE CALENDAR
ICON ON THE LEFT.



2

CLICK “NEW MEETING”

PRESS “NEW MEETING” AND
ENTER YOUR MEETING
DETAILS (TITLE, DATE,
TIME...).



3

SEND THE INVITATION

CLICK “SEND” TO INVITE
PARTICIPANTS. JOIN THE MEETING
LATER FROM YOUR CALENDAR.

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Microsoft Teams is an online platform used for communication, meetings, and teamwork. It allows students and teachers to connect easily from anywhere. Creating a Teams meeting is simple and helps manage group activities or lessons efficiently. To create a new meeting, open Microsoft Teams on your computer or

go to teams.microsoft.com in a browser. Click on the Calendar icon on the left side of the screen. This is where all your upcoming meetings are displayed. Then, click on "New Meeting" at the top right corner of the screen. A window will appear where you can add the title of your meeting, the date, the time, and the participants' email addresses. You can also add notes or a short agenda to help everyone prepare. Once all details are ready, press "Save" or "Send." The meeting will be added automatically to your calendar, and all participants will receive an invitation by email. When the meeting time comes, you only need to open Teams and click "Join." Creating Teams meetings is a fast and organized way to communicate. It saves time, reduces confusion, and helps keep everyone on the same page during projects or lessons.