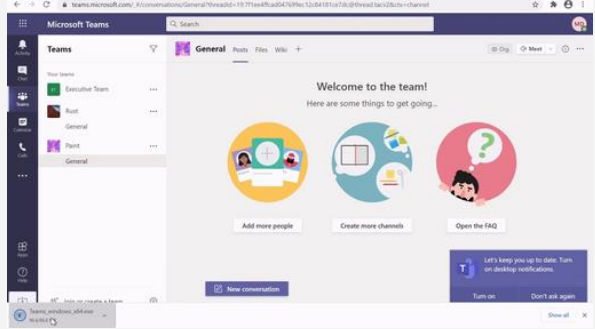


Ways to create a new Teams meeting



Microsoft Teams is a widely used collaboration tool that helps employees to schedule virtual meetings, stay connected from any location and collaborate in real time. It is important to know how to create team meetings efficiently in order to ensure smooth communication, support the team to stay organised and reduce scheduling errors (Allen and Lehmann-Willenbrock, 2023). The steps below help to outline the process of creating a new team's meeting using the Teams desktop app, Outlook integration, or the web version.



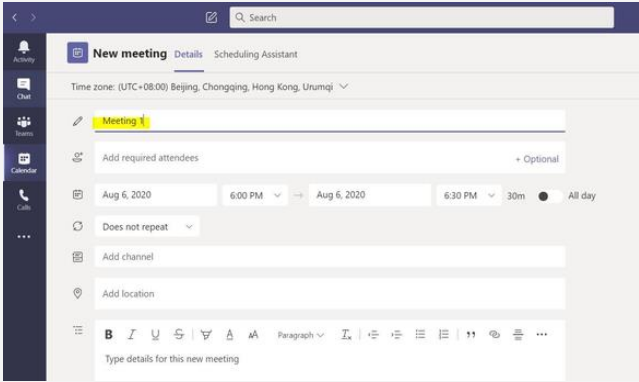
STEP 1: ACCESS MICROSOFT TEAMS

In order to start the Microsoft Teams application, it needs to be opened on the desktop or the web version through the browser. It is important to make sure to log in with the work account. Once inside the teams, there is a need to navigate to the calendar icon on the left-hand menu. This is where all the meetings in the past, present, or future are displayed in a user-friendly calendar layout.



STEP 2: START SCHEDULING A MEETING

Click on the 'New Meeting' button that is present at the top right corner of the screen. A meeting creation window opens. Alternatively, one can also double-click on any time slot directly on the calendar. This method is helpful when the exact date and time are already known, as it auto-fills the scheduling details (Newman and Ford, 2021).



STEP 3: ADD A MEETING TITLE

Within the meeting creation firm, a clear and descriptive meeting title needs to be entered. A good title helps participants understand the purpose of the meeting at a glance.



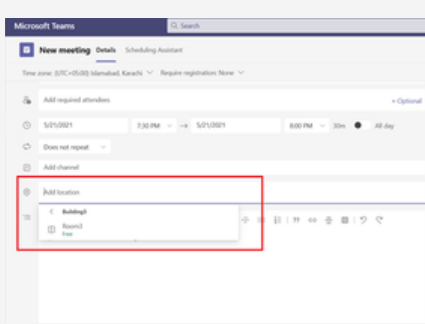
STEP 4: INVITE PARTICIPANTS

After this, the attendees need to be added by typing their names or email addresses in the 'Add required attendees' field. Teamsville auto-fills the directory of the organisation. If there is a need for additional participants, but their presence is optional, then the field 'Add optional attendees' can be used. This helps to keep the meeting invitations organised and avoid confusion (Whillans et al., 2021).



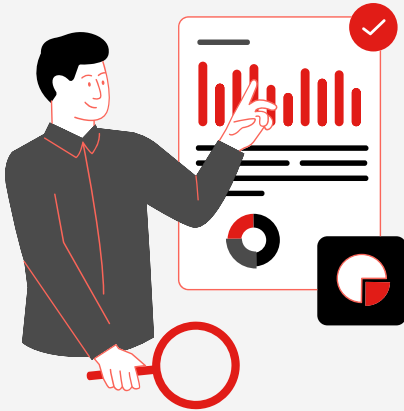
STEP 5: CHOOSING DATE AND TIME

The start and end time of the meeting needs to be set using the date and time selectors. With Teams, one can also schedule recurring meetings. In order to do this, it is important to click on the 'Does not repeat' Dropdown and choose options such as daily, weekly, monthly or custom. It is useful for team standups or recurring check-ins.



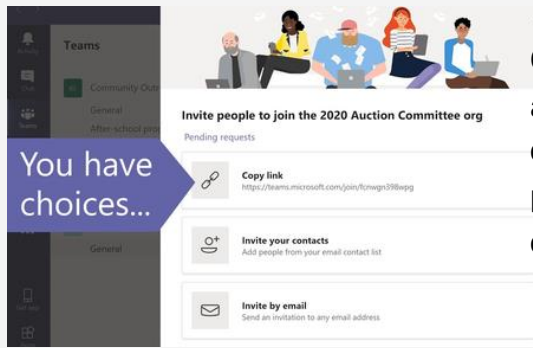
STEP 6: ADD A LOCATION OR LEAVE IT ONLINE

In the case of hybrid workplaces, the user might add a physical meeting room using the location field. In case the meeting is fully virtual, it simply needs to be left blank, and Teams will automatically generate an online meeting link.



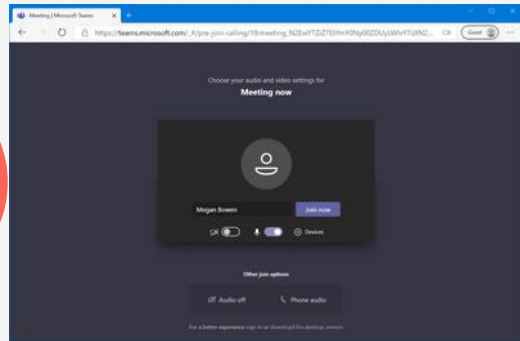
STEP 7: WRITE A DESCRIPTION

The notes or description box can be used to provide details such as the discussion points, agendas, expectations for attendees, or file links. With the help of a clear agenda, the meetings can be kept focused and efficient (Hubbard et al., 2021).



STEP 8: SEND THE MEETING INVITE

Once all the information is complete, there is a need to click on save or send. This will directly deliver a calendar invitation to all the participants containing the meeting link and details.



STEP 9: JOIN THE MEETING

When the meeting time arrives, one needs to go to the Teams calendar, find the meeting, and click on join. Participants can simply click the link provided in the invite.

REFERENCES

Allen, J.A. and Lehmann-Willenbrock, N., (2023). The key features of workplace meetings: Conceptualizing the why, how, and what of meetings at work. *Organizational Psychology Review*, 13(4), pp.355-378.

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Whillans, A., Perlow, L. and Turek, A., (2021). Experimenting during the shift to virtual team work: Learnings from how teams adapted their activities during the COVID-19 pandemic. *Information and Organization*, 31(1), p.100343.