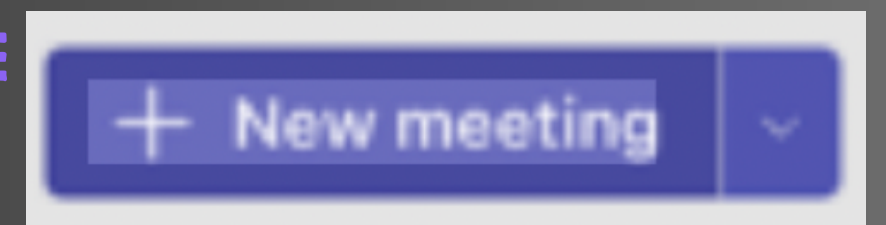


HOW TO CREATE A NEW TEAMS MEETING



OKAY! GO AHEAD AND OPEN THE CALENDER TAB IN TEAMS AND "CLICK" NEW MEETING.



NOW FILL OUT THE MEETING DETAILS LIKE "TITLE"

A screenshot of the 'New meeting' form in Microsoft Teams. The form has tabs for 'Details' and 'Scheduling Assistant'. It includes fields for 'Add title', 'Add required attendees', 'Add optional attendees', 'Date and time' (with a calendar icon), 'Duration', 'Repeats', 'Add channel', and 'Add location'. There is also a rich text editor at the bottom for 'Type details for this new meeting'. Dashed lines connect the text instructions to the corresponding fields in the form.

"ATTENDEES"
"DATE" AND "TIME"

NOW CLICK "SEND"
AND YOU'LL HAVE CREATED YOUR
MICROSOFT TEAMS MEETING HAVE FUN
AND STAY CONNECTED.