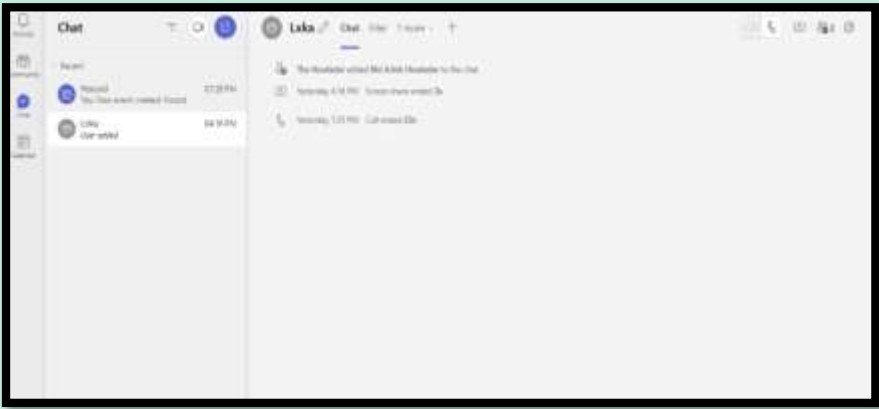


HOW TO CREATE A MICROSOFT TEAMS MEETING

1 Introduction to Microsoft Teams Meetings

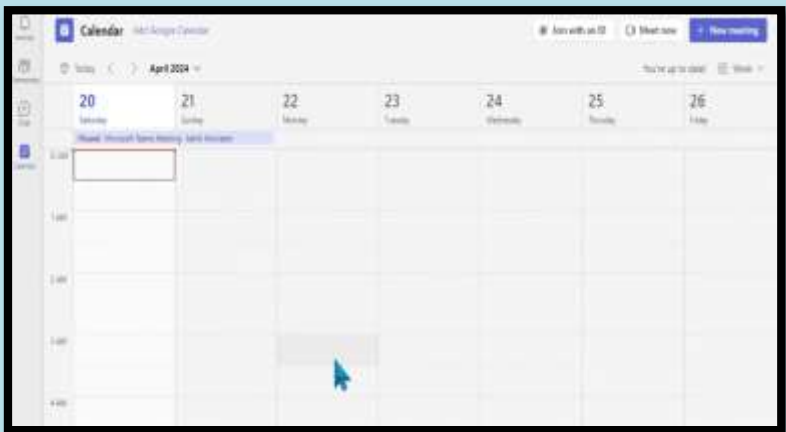
Microsoft Teams is a wonderful teamwork application that allows individuals and groups to cooperate effectively in chat, telephone, and video meetings. Planning and arranging a virtual meeting is also easy using teams whether it is planning a project, conducting a lesson or a remote interview. This could be achieved through understanding how to structure and arrange a meeting to achieve effectiveness and effective meetings.



2 How to Create a Microsoft Teams Meeting

Conferences can be organized through Teams app or Outlook. Using Microsoft Teams:

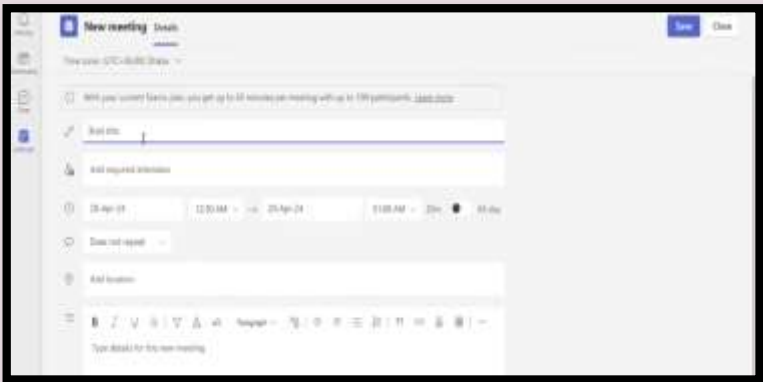
1. Open Microsoft Teams and navigate to the Calendar tab.
2. Click on New Meeting.
3. Add a meeting title, participants, date, time, and description (Hubbard et al., 2021).
4. Select Save, and the meeting invitation will be automatically delivered.
5. Open Outlook and select New Teams Meeting.
6. Fill in meeting details and invite attendees.
7. Click Send to distribute the meeting link.



3 How to Join a Microsoft Teams Meeting

It is easy to join teams or as a guest.

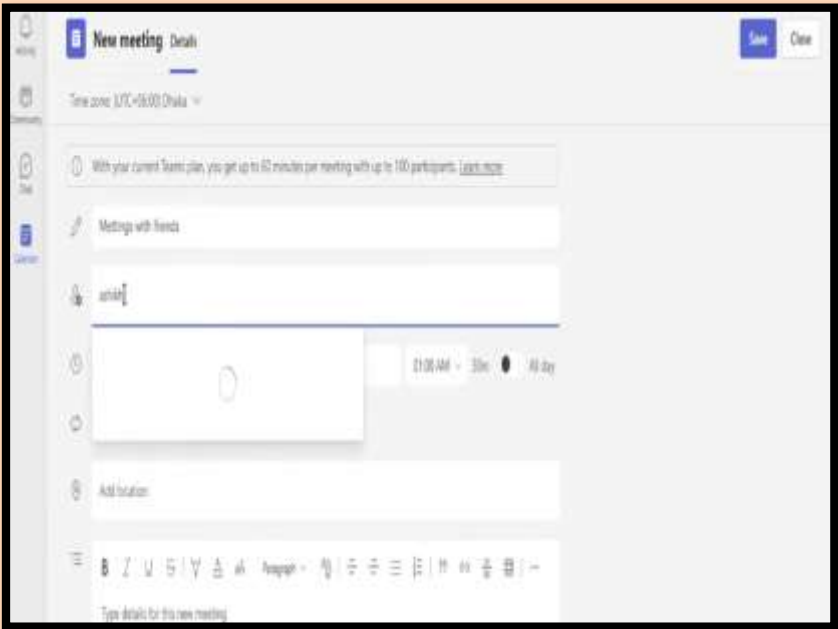
1. Click the meeting link in your email or calendar (Hubbard et al., 2021).
2. Choose Open Teams or Join on the web.
3. Select your audio and video settings.
4. Click Join Now to enter the meeting.



4 How to Conduct a Microsoft Teams Meeting

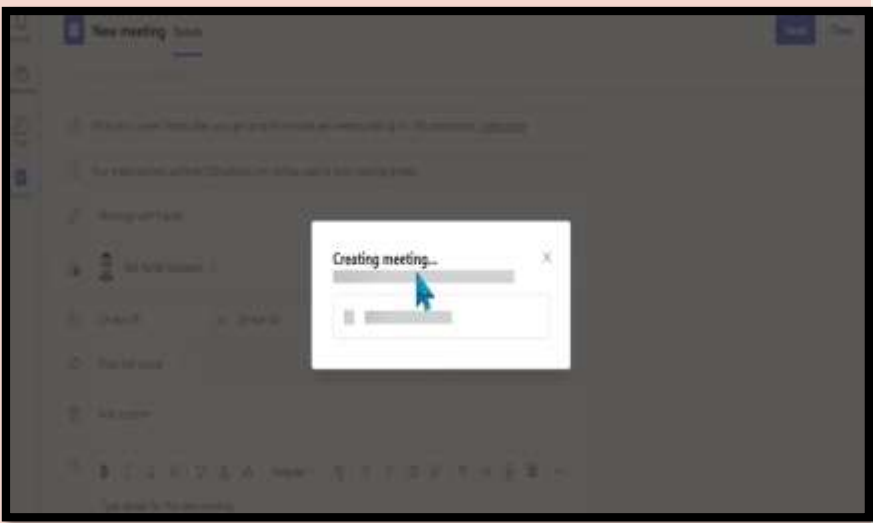
During a meeting, you can:

- Share your screen for presentations.
- Use Chat for quick messages or links (Vorina et al., 2022).
- Record the session for later reference.
- Use Breakout Rooms for group discussions.
- Control attendees using Mute, Pin Video or Remove options.



5 Tips for Effective Teams Meetings

- Test your audio and video before starting.
- Use a stable internet connection.
- Keep your background quiet or switch Background Effects on (Vorina et al., 2022).
- Share an agenda to stay organized.
- End with clear action items and follow-ups.



6 References

Hubbard, M., Bailey, M.J., Hess, D.A. and Hellebro, M., 2021. Mastering microsoft teams (pp. 57-74). Apress.

Vorina, A., Vrcelj, N. and Bevanda, V., 2022. Usage of E-platforms Google Meet, Microsoft Teams and Zoom in Education. Recent Advances in Information Technology, Tourism, Economics, Management and Agriculture, p.63.