

Creating a Teams Meeting

1. Open Teams

- Open Microsoft Teams
- Click Calendar Icon
- Click + **New Meeting** button



2. Fill in Details

- **Title:** Add a description title
- **Attendees:** Add required/optional participants using names or email addresses
- **Time:** Set the start/end date and time
- **Repeat:** Choose if the meeting repeats (daily, weekly, etc)

3. Final Details

- **Add Location/Details:** Add a physical location if needed, or leave it blank for online only
- **Send Invitation:** Click **Send** to send invites to participants and add the meeting to your calendar

