

How to create a new Teams meeting:

2520929 Jude Davis

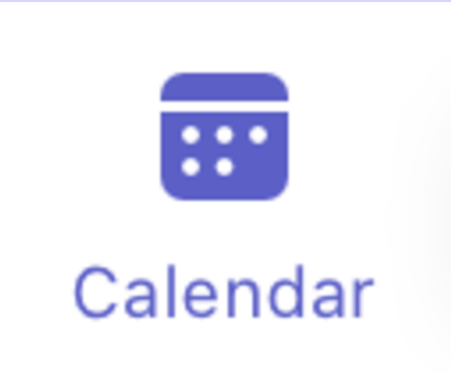


What is Teams?

Microsoft Teams is a collaboration platform developed by Microsoft that brings communication and teamwork into one place. It allows users to chat through instant messages, make voice and video calls, hold online meetings and share files in real time. Teams integrates with Microsoft 365 apps such as Word, Excel, PowerPoint, and OneDrive, making it easy to work on documents together. It also lets organisations create dedicated channels for different projects or departments, helping keep conversations organised. Widely used in business, schools, and remote work, Microsoft Teams supports collaboration from any location and on multiple devices, improving productivity and teamwork.

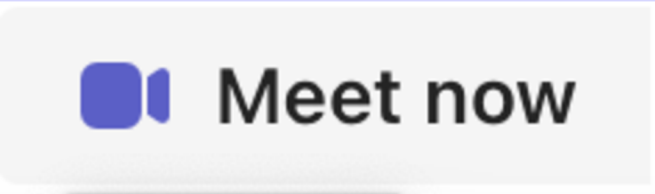
1. Open the Calendar

Sign in to Microsoft Teams and click the Calendar tab on the left-hand side. This is where you can view and schedule all your meetings.



2. Select “New Meeting”

At the top right, click New Meeting. A scheduling window will appear where you can add all the meeting details.



3. Add a Title and Participants

Type a clear meeting title and enter the names or email addresses of the people you want to invite. Teams will suggest contacts as you type.

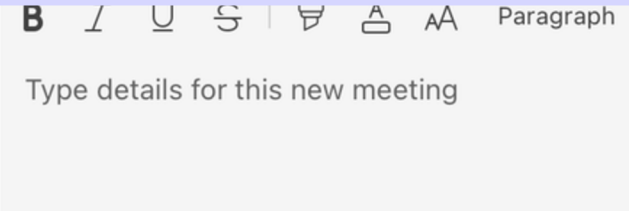


6.You have now successfully created a new Teams meeting



5. Add Details and Send

Type any important information in the details box, then click Send. Your meeting will appear in the calendar and invitations will be emailed to attendees. This makes organising online lessons, group work, or staff meetings quick and simple.



4. Set the Date and Time

Choose the start and end time and the correct date. You can also make it a recurring meeting if it happens regularly.

