

How to Create a New Meeting in Microsoft Teams



NAME: FIRDAVS ALIEV

Student ID: 2532056

Lecturer: Dr. K. Oseni

"This poster explains how to create a new meeting in Microsoft Teams. It provides step-by-step instructions, including opening the application, accessing the calendar, scheduling a meeting, adding participants, and sending the invitation."

Step 1

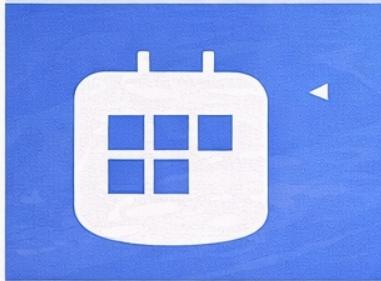
Open Microsoft Teams.



Launch the Microsoft Teams application or go to teams.microsoft.com.

Step 2

Click Calendar
(on the left sidebar).



In the left sidebar, click on the Calendar icon to open the calendar view.

Step 3

Click "New Meeting"
(top right corner).



In the top right corner of the calendar view, click on the "New Meeting" button.

Step 4

Add the following details:

- Enter a title for your meeting.
- Select the date and time,
- Add participants by entering their email addresses.

Step 5

✓ Click Send.

Review all the details, then click the "Send" button to schedule your meeting.

Step 5

Click Send.

Review all the details, then click the "Send" button to schedule your meeting.

Reference
Google (2026)

