

HOW TO CREATE A NEW TEAMS MEETING?

People started connecting in a new way!

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Introduction: Microsoft Teams allows users to create online meetings quickly and easily. This guide explains the steps required to schedule a new Teams meeting using the Teams app or Outlook.

Step 1 – Open Microsoft Teams

Launch the Microsoft Teams application on your computer or browser.

- Make sure you are signed in with your school or work account.
- On the left-hand menu, select Calendar to access your meeting tools.

Step 2 – Create a New Meeting

- In the Calendar view, click New meeting (usually at the top right).
- A meeting setup window will appear where you can enter your meeting details.
- Add a title, choose a date and time, and set the meeting duration.

Step 3 – Add Participants

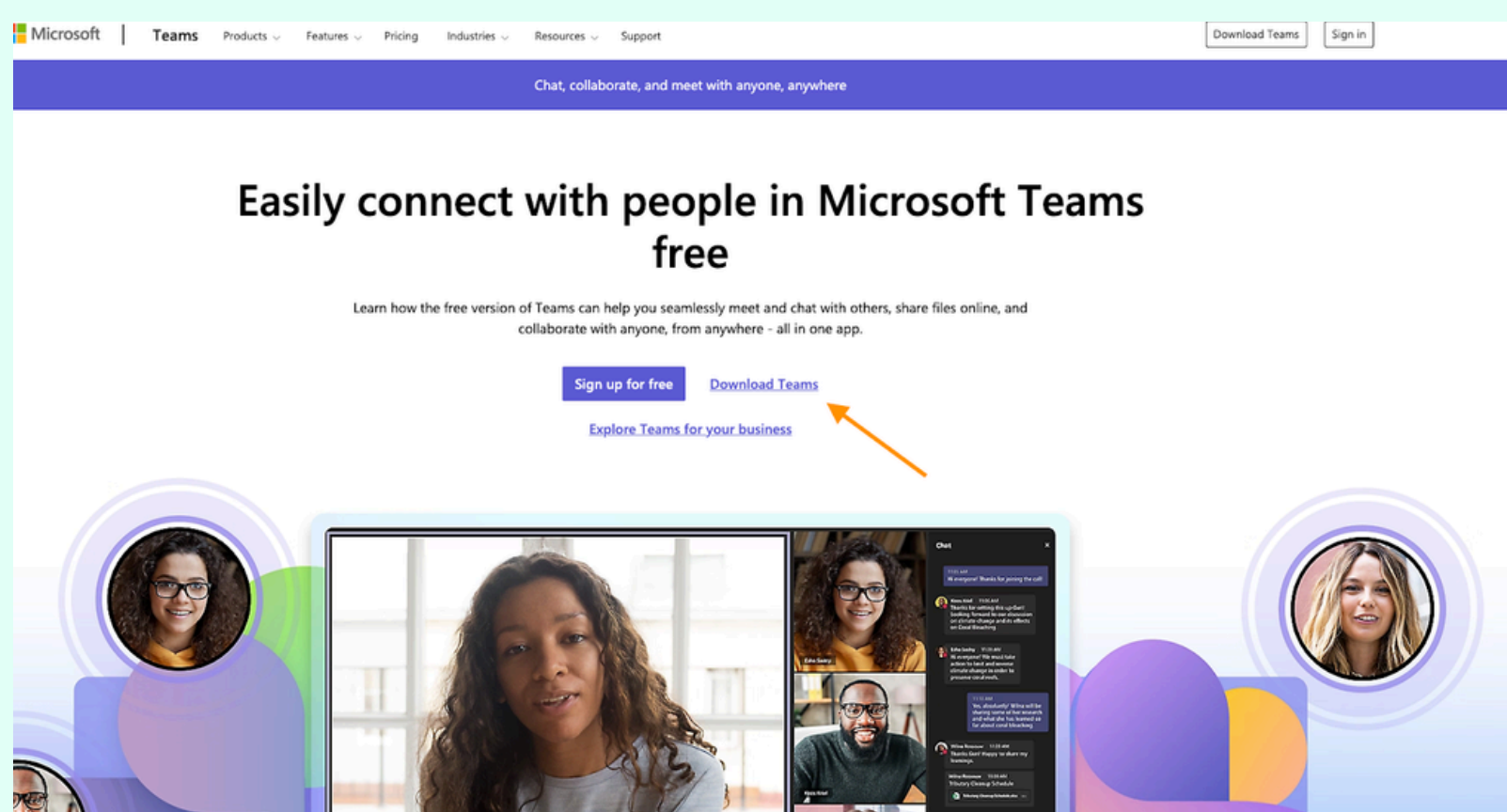
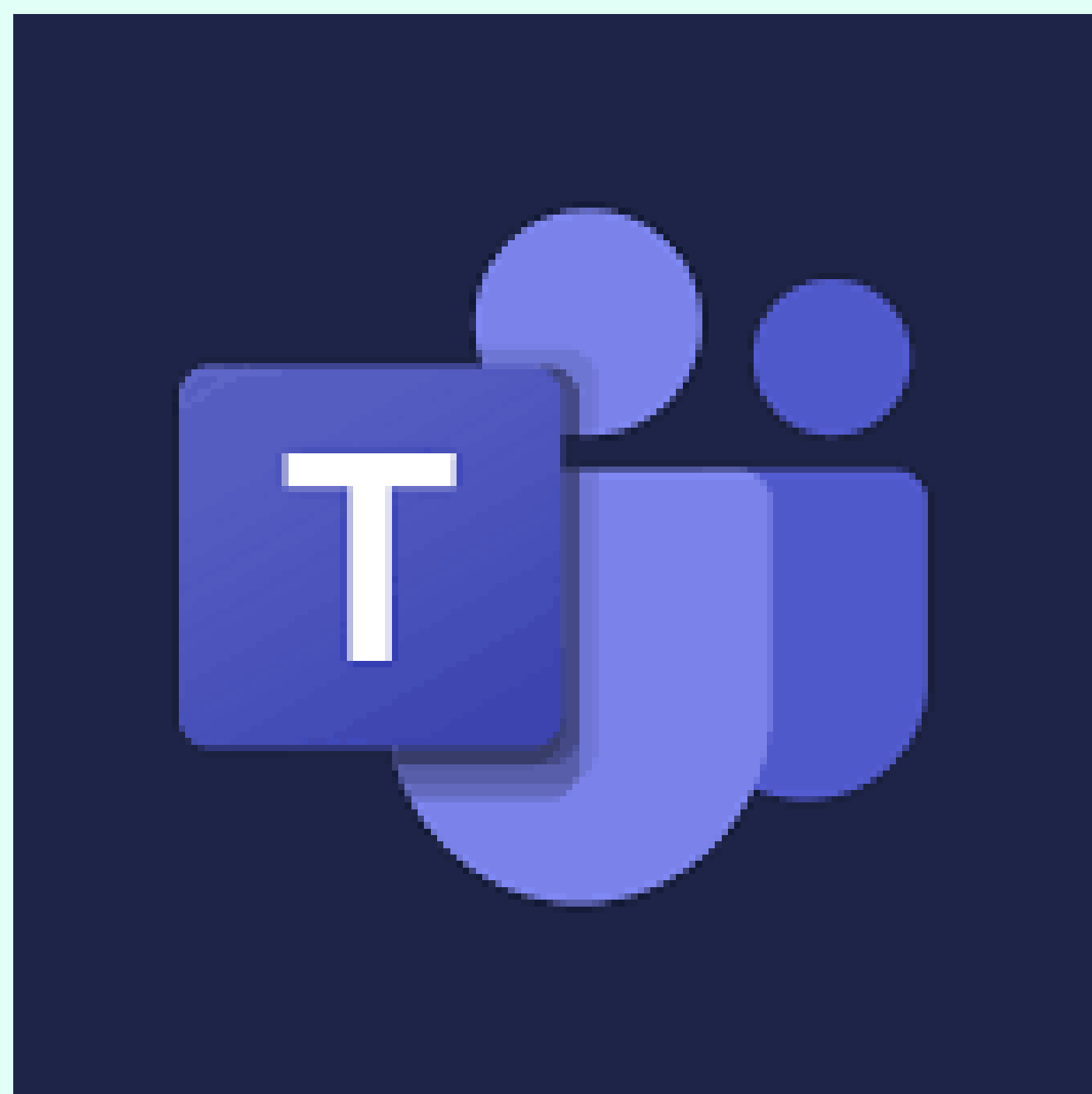
- In the Add required attendees box, type the email addresses of the people you want to invite.
- You can also add optional attendees if needed.
- If you want to make the meeting repeat weekly or monthly, select a recurrence option.

Conclusion – After completing all the fields, click Save. Teams will automatically generate a meeting link and send it to all participants. Your meeting will now appear in your Teams calendar, ready to join when the time comes.

Reference – Microsoft. (2024). Schedule a meeting in Microsoft Teams. Microsoft Support.

Retrieved from:

<https://support.microsoft.com/office/schedule-a-meeting-in-teams>



For more information,
please visit:
<https://teams.microsoft.com>