

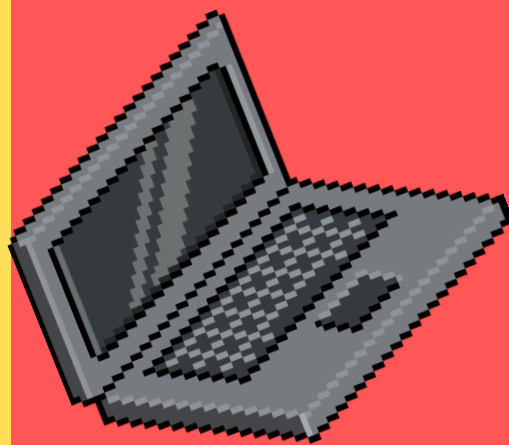
A GUIDE ON CREATING A TEAMS MEETING!



STEP 1. LAUNCH MICROSOFT TEAMS



It's an easy start! Open the Microsoft Teams application on your computer, tablet, or mobile device. If you do not have the app installed, you can access it by visiting the site online!



STEP 2. GO TO THE CALENDAR

On the left-hand menu, click on the "Calendar" icon; this will open your schedule view, where you can see upcoming meetings and events.

To make your own meeting and have it be joinable by your participants, click the "New Meeting" button located in the top-right corner of the screen; this will open the meeting

STEP 3. ENTER THE MEETING TITLE



In the title, you want to include a title that's relevant to the name of your meeting. An example could be "Test Study Session". A good title helps people understand the point of the meeting before they join.

STEP 4. REMEMBER IMPORTANT DETAILS



Remember to add the meeting date and choose a start and end time for the meeting.

Next, add the email addresses or names of the people you want to join the meeting from the "Add required attendees" section.



STEP 5. REVIEW MEETING SETTINGS



Make sure the meeting location is set to Microsoft Teams so it will be an online meeting

Carefully check all the meetings information such as the date, time, participants etc



STEP 6. SAVE AND SEND INVITES



NOW THAT YOU'VE DONE EVERYTHING CLICK THE SAVE BUTTON AND IT WILL SEND ALL THE INVITATIONS TO THE PARTICIPANTS

AND ALL THEY NEED TO DO IS PRESS JOIN TO BEGIN THE MEETING!

AND YOUR DONE!