

How to Create a Microsoft Teams Meeting



Open Microsoft Teams

Add specifics. Once your meeting has been planned, include details in the invitations. Update and accept proposed Team meetings.



Click on Calendar

Add the new details or invite participants. This step helps you manage your meeting and ensures the invitations are sent correctly.



Select New Meeting

Add Details, invite participants, and explain the agenda and scheduling. Treat participants with clarity, providing a timeline with specifics and prospective follow-ups.



Add New Meeting

Add details and invite participants; then amend and confirm your invitations. It contributes to good communication and an organised gathering.



Hit Save and Send

Recognise the significance of managing participants' demands and schedule. Send the meeting invitation to exchange content in the settings.

