

HOW TO CREATE A MICROSOFT TEAMS MEETING?

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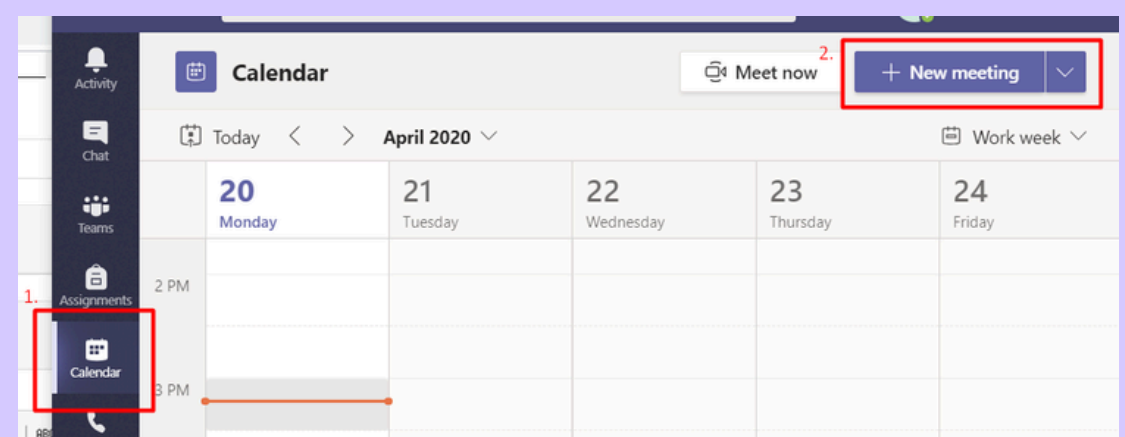
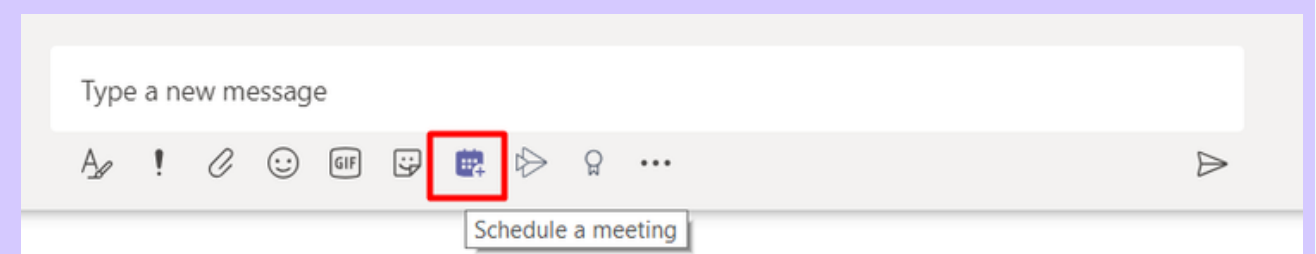
INTRODUCTION

Microsoft Teams makes it more accessible to stay connected with others. Follow these steps to plan, organise to ensure a successful meeting.



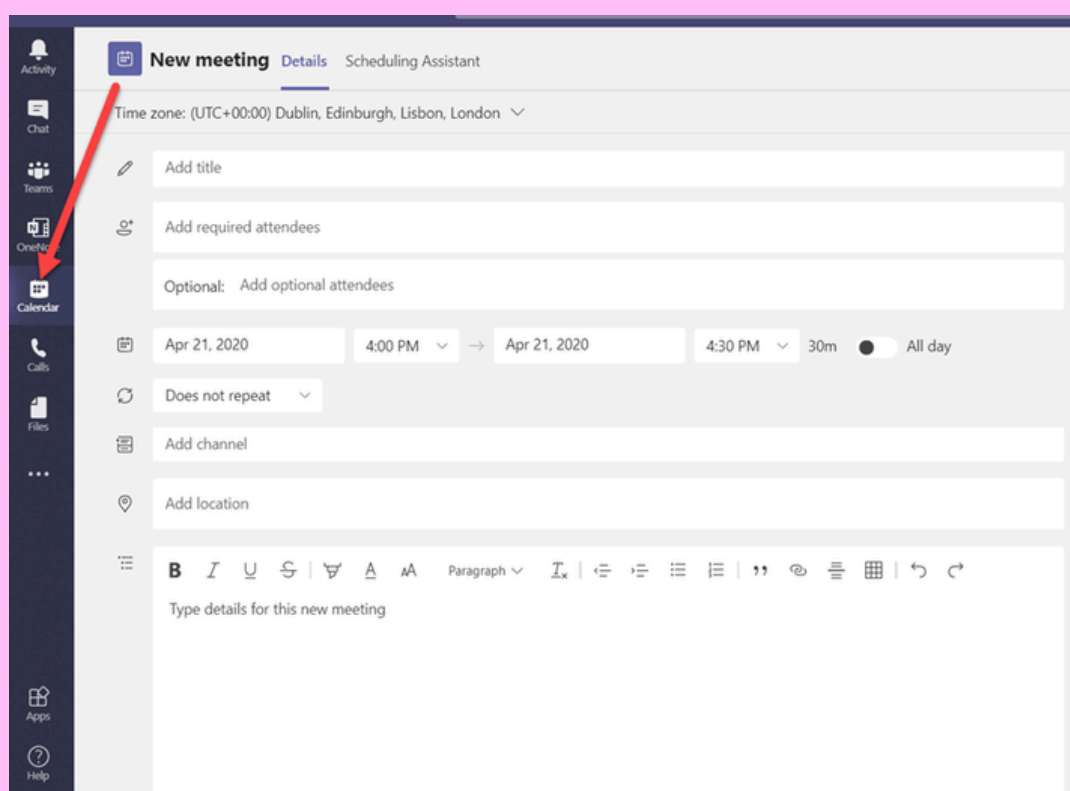
1.SET UP YOUR MEETING

To set up a meeting, open Microsoft teams and click calendar. On the top left (depending on device you're using) click "New Meeting" and choose your preferred date.



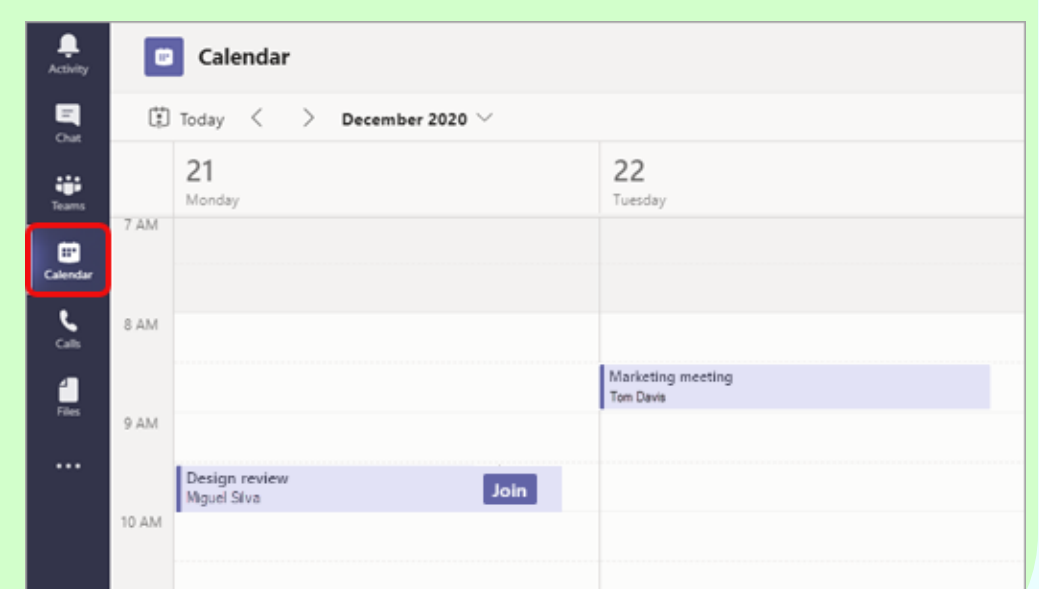
2.PLAN YOUR SESSION

Add a description and add a title for other individuals. For the invitation use the participants names and emails and include an agenda or important notes that will be important.



3.CONNECT AND COLLABORATE

Afterwards click "Send" to share the invitations. When is time to join the meeting click on your calendar for when the meeting starts. Use the chats, files and chat to participate.



CONCLUSION:

BY FOLLOWING THESE STEPS, HOW YOU WOULD BE ABLE TO MANAGE AND CREATE MEETING IN MICROSOFT TEAMS WITH CONFIDENCE AND BE ABLE TO IMPROVE COMMUNICATION WITH THE PEOPLE AROUND YOU.

REFERENCE LIST

CARESCRIBE (NO DATE) HOW TO SET UP A TEAMS MEETING: EVERYTHING YOU NEED TO KNOW. AVAILABLE AT: [HTTPS://CARESCRIBE.IO/BLOG/HOW-TO-SET-UP-A-TEAMS-MEETING-EVERYTHING-YOU-NEED-TO-KNOW/](https://carescribe.io/blog/how-to-set-up-a-teams-meeting-everything-you-need-to-know/) (ACCESSED: 29 MARCH 2026).

GROK LEARNING (NO DATE) MICROSOFT TEAMS. AVAILABLE AT: [HTTPS://GROK.LSU.EDU/ARTICLE.ASPX?ARTICLEID=20122](https://grok.lsu.edu/article.aspx?articleid=20122) (ACCESSED: 29 MARCH 2026).

LOGO.WINE (NO DATE) MICROSOFT TEAMS LOGO. AVAILABLE AT: [HTTPS://WWW.LOGO.WINE/LOGO/MICROSOFT_TEAMS](https://www.logo.wine/logo/Microsoft_Teams) (ACCESSED: 29 MARCH 2026).

QUEEN MARY UNIVERSITY OF LONDON (NO DATE) MS TEAMS – COMMONLY ASKED QUESTIONS. AVAILABLE AT: [HTTPS://WWW.QMUL.AC.UK/TECHNOLOGY-ENHANCED-LEARNING-TEAM/TELT-MAGAZINE/ITEMS/MS-TEAMS—COMMONLY-ASKED-QUESTIONS.HTML](https://www.qmul.ac.uk/technology-enhanced-learning-team/telt-magazine/items/ms-teams-commonly-asked-questions.html) (ACCESSED: 29 MARCH 2026).

UNIVERSITY OF CENTRAL FLORIDA (NO DATE) MICROSOFT TEAMS MEETING SETUP GUIDE. AVAILABLE AT: [HTTPS://UCFSANDBOX.SERVICE-NOW.COM/KB?ID=KB_ARTICLE_VIEW&SYSPARM_ARTICLE=KB0013371&SYS_KB_ID=31CF186C1B113850F1EF54E4604BCBE3&SPA=1](https://ucfsandbox.service-now.com/kb?id=KB_ARTICLE_VIEW&sysparm_article=KB0013371&sys_kb_id=31CF186C1B113850F1EF54E4604BCBE3&spa=1) (ACCESSED: 29 MARCH 2026).