

How to create a new teams meeting

First, open Microsoft Teams on your computer and sign in with your work, school, or personal account. Once you are logged in, look at the menu on the left side of the screen and click on Calendar. This will display your schedule and any upcoming meetings. In the upper-right corner, select New Meeting to begin setting up your event.

Next, enter a clear and descriptive title for your meeting. In the Add required attendees field, type the names or email addresses of the people you want to invite. Teams will suggest contacts as you type. After adding participants, choose the appropriate date and start and end times for the meeting. If the meeting will happen regularly, select the option to make it recurring and set the frequency.

You can also add a short agenda or description in the details box to let attendees know what will be discussed. The meeting will automatically be set as an online Teams meeting, and a meeting link will be generated. If needed, you can adjust meeting options such as lobby settings after scheduling.

Finally, click Save or Send. Invitations will be sent automatically to all attendees, and the meeting will appear on your calendar. Participants can join by clicking the meeting link at the scheduled time.

To start the meeting, tap Start meeting. The meeting link appears in the meeting conversation when your meeting has been created. This URL can be copied and shared at any time.

After adjusting your video and audio settings, click Join now. Additionally, you can share meeting invites or add participants to encourage others to attend



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