

HOW TO CREATE A NEW TEAMS MEETING



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INTRODUCTION



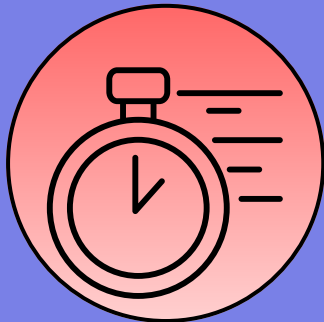
THIS GUIDE WILL WALK YOU THROUGH THE PROCESS OF CREATING A NEW MICROSOFT TEAMS MEETING, ENSURING YOU STAY ORGANISED AND EFFICIENT.

CALENDAR



LAUNCH THE TEAMS APPLICATION ON YOUR DESKTOP OR GO TO THE WEB APP,AND SIGN IN USING YOUR CREDENTIALS ONCE INSIDE TEAMS SELECT THE CALENDAR ICONON THE SIDEBAR. THIS SOWS YOUR SCHEDULE AND UPCOMING MEETINGS.

TIMESLOT



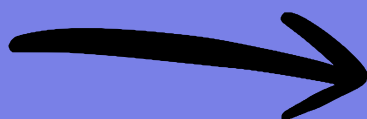
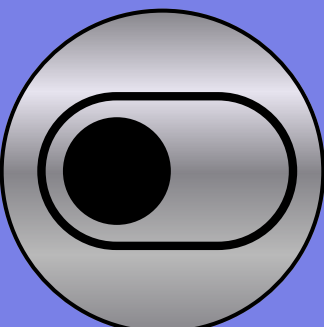
IN THE CALENDAR , CHOOSE THE DATE AND TIME YOU WANT FOR YOUR MEETING. CLICK ON THAT SLOT TO START CREATING THE MEETING DETAILS.

MEETING DETAILS AND ATTENDEES



IN THE FORM THAT APPEARS , FILL OUT THE MEETING TITLE, AGENDA, AND INVITE PARTICIPANTS BY TYPING THEIR NAMES OR EMAIL ADDRESS.

TOOGLE



TURN ON THE TEAMS MEETING TOGGLE FROM THE TOOLBAR AND SAVE YOUR SETTINGS. THIS ENSURES THE MEETING IS SET UP PROPERLY BEFORE YOU FINALISE IT.

REFERENCE



KEEP A RECORD OF ALL YOUR MEETINGS AND FOLLOW UP WITH KEY TAKEAWAYS.DOCUMENTING DECISIONS AND ACTION ITEMS HELPS MAINTAIN CLARITY AND ACCOUNTABILITY.