

Module Name: Digital Skills

Module Code: LCLM4002

Task 2 : Poster

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How to create a teams meeting



1

Download app create an account and open the calendar

You will need to download the app if you have an Iphone go to app store and if you have a android go onto play store and download the teams app, once downloaded and opened the app up create an account using your school, work or personal email then open up the calendar tab in the teams application.

2

CREATE A NEW MEETING

click the symbol + new meeting button which will be located on the right hand side of the calendar view.



3

ADD MEETING DETAILS

once you have entered this step you will need to create the meeting details, which will include creating a title for your meeting, setting the date and time and adding a description to your meeting.

4

INVITING ATENDEES

The next step will be to go on to Add required attendees field. Then type the name or email you require. However if you want to invite everyone in a specific channel then you will need to add channel and select the required channel.



5

SCHEDULE THE MEETING

The final step is to schedule the meeting, you will need to click send to send the invitation out to whoever you are inviting to the meeting. After you did this the meeting will appear on the calendar tab.

