



Microsoft Teams

How to Create a Teams Meeting

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STEP 1. Introduction

- From the search button type “Teams” and click Go
- Sign into Microsoft Teams when prompt
- Wait for team's app to load
- Then move to the next step

STEP 3. Choose a preferred time slot

- Set up a specific area in your home to work
- Identify and avoid any distractions at home
- Separate personal life and work
- Keeping a tidy and organised workspace

STEP 5. Communicate

- Join meetings on time
- Check your notifications often
- Get involved in asking questions stay focus
- Utilise Teams to message classmates and lecturers

STEP 2. Open Teams and check your schedule

- Go to Calendar the icon on the left
- Look for upcoming Meetings
- Fill meeting details Time and Date
- Stick to schedule to avoid missing meetings

STEP 4. Stay Productive

- Set daily goals also prioritise tasks
- Take regular breaks to avoid overloading
- Set up reminders keep on track of deadlines
- Continue a steady routine

STEP 6. Keep Improving Amend your time management

- Checking your schedule's daily
- Look at what you've completed
- Continue to maintain your time management