

How to Create a Teams meeting

Step 1: Open the Teams

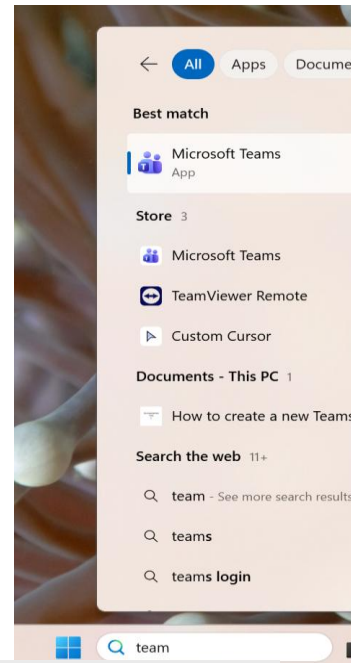
Step 2: Select the New Meeting

Step 3: Add the Title

Step 4: Add the recipient email

Step 5: Enter Date and Time

Step 6: Press Sent

A screenshot of the 'New meeting' form in Microsoft Teams. The form is titled 'New meeting' and has a 'Details' tab selected. It shows the time zone as '(UTC+00:00) Dublin, Edinburgh, Lisbon, London'. Below this, there is a text box with the message: 'With your current Teams plan, you get up to 60 minutes per meeting with up to 100 participants. Learn more'. The form has several input fields: 'Add title', 'Enter name or email', '28/03/2026' (date), '14:30' (time), '28/03/2026' (date), '15:00' (time), '30m' (duration), 'Does not repeat' (frequency), and 'Add location'. At the bottom, there is a rich text editor with a toolbar and a text box containing 'Type details for this new meeting'.