



How to create a new teams meeting

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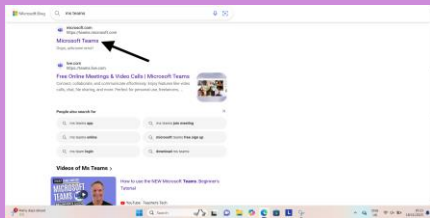


Step 1 — Open Microsoft Teams

Press the MST application on your computer.

Sign in with your Microsoft account or your Education login details.

Once signed in, you will be taken to the Teams home screen, where you can access chats, teams, calls, and meetings.

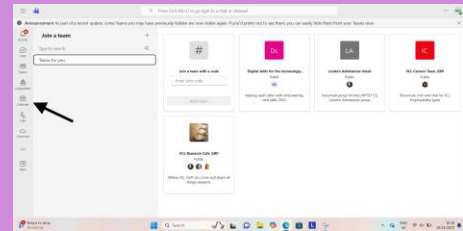


Step 2 — Go to the Calendar

Look at the left hand side bar of the Teams window

Click on Calendar

The calendar page is where you make new meetings or join ones

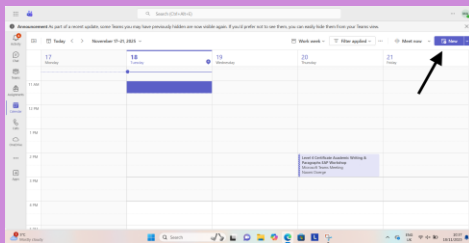


Step 3 — Click (New Meeting)

On the top-right corner of the page, Click new meeting button.

Click New meeting to open the meeting creation window.

A small page will appear where you can make all necessary meeting details.



Step 4 — Fill in the Meeting Details

Complete the following fields

Title:

Add a clear name for the meeting

Attendees:

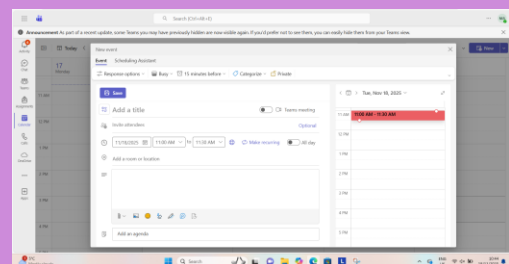
Type the email addresses of the people you want to invite.

Date & Time:

Set the meeting start and end times.

Description:

Add additional information



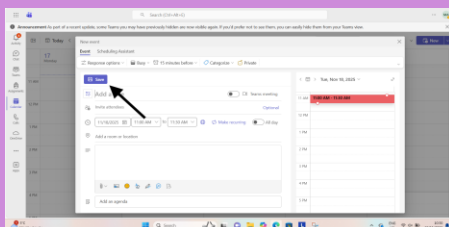
Step 5 — Click (Save)

Add required information click the Save button

Create a meeting link

Add the event to your calendar

The meeting will appear in your Teams calendar and in the calendars of all attendees.



<https://teams.microsoft.com/v2/>