

HOW TO CREATE A NEW MEETING IN MICROSOFT TEAMS



MICROSOFT TEAMS IS A WIDELY USED COMMUNICATION PLATFORM IN MODERN WORKPLACES AND UNIVERSITIES. IT ALLOWS PEOPLE TO ORGANISE ONLINE MEETINGS, SHARE FILES, AND COLLABORATE IN REAL TIME.

CREATING A NEW MEETING IN TEAMS IS SIMPLE AND TAKES ONLY A FEW STEPS. THIS POSTER EXPLAINS THE BASIC PROCESS SO YOU CAN QUICKLY SCHEDULE A MEETING AND INVITE PARTICIPANTS.

1

OPEN MICROSOFT TEAMS



Start the Microsoft Teams application on your computer or open it in your web browser. Sign in using your work or university account.

GO TO THE CALENDAR

2

In the menu on the left side of the screen, click the Calendar icon. This section shows your schedule and all upcoming meetings.

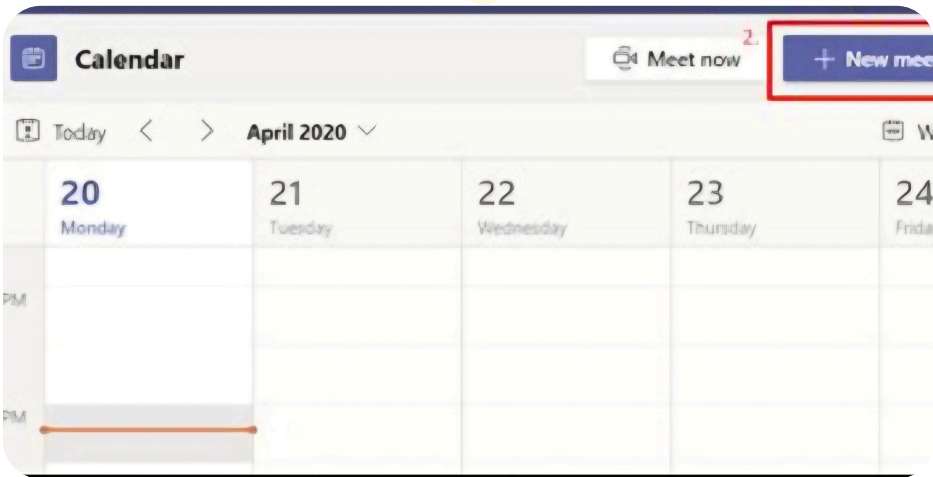


3

CLICK “NEW MEETING”



In the top right corner, select the New Meeting button. A new window will open where you can enter the meeting information.



ENTER MEETINGS DETAILS

4

Type the meeting title, choose the date and time, and add the email addresses of participants. You can also include a short description or agenda.



5

SEND THE INVITATION



Click Send to schedule the meeting. All participants will receive an email invitation with a link to join.

WATCH THE VIDEO TUTORIAL

