

HOW TO CREATE A MICROSOFT TEAMS MEETING

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INTRODUCTION



One of the most popular digital communication systems that is used to facilitate collaboration in modern-day workplaces is Microsoft Teams. Users are able to schedule virtual meetings, exchange information, and efficiently communicate with their colleagues. This is a critical digital skill of creating a Teams meeting, which boosts productivity in a remote and hybrid workplace. It is a guide that will explain a step-by-step procedure for planning a meeting in Microsoft Teams



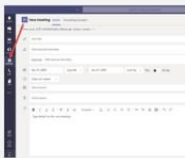
STEP 1: OPEN MICROSOFT TEAMS

To use Microsoft Teams, the user has to open the Microsoft Teams application on the computer or on a web browser. They must use a work or a school account to sign in. The interface will be the main one where the features of Chat, Teams and Calendar will be displayed in the main interface upon logging in (Hubbard et al., 2021).



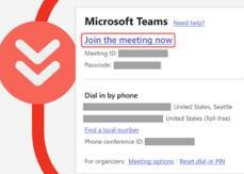
STEP 2: ACCESS THE CALENDAR

The user is to press on the icon of Calendar that is on the left-hand side of the screen. The entire selection of meetings and availabilities is shown. It is used as the primary meeting management space in Microsoft Teams.



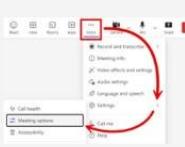
STEP 3: CREATE A NEW MEETING

The Calendar page has a button in the top right corner, which is entitled New Meeting, which the user will have to click to book a meeting (Ilag, 2020). This move opens a new window in which details of meetings may be typed. This will enable the user to plan and arrange the meeting well.



STEP 4: ENTER MEETING DETAILS

The user has to give important information in the meeting setup window. This involves keying in an explicit meeting title, the right date/time and typing in the participants, by inputting their email addresses (Ilag and Sabale, 2022). A suggestive agenda or description can also be added to offer other background details to the attendees.



STEP 5: ADJUST MEETING OPTIONS

There is the ability to customise meeting settings in Microsoft Teams. The user will have an option of whether to have a public or private meeting and control the permission of the participants. As an example, they may choose the presenters during the meeting. These environments assist in facilitating improved organisation and control.



STEP 6: SAVE AND SEND INVITATIONS

Once he/she is done filling in all the needed information, the user has to press the "Save" button. After saving, Microsoft Teams extends invitations to all members automatically (Ilag et al., 2023). The participants will be notified, and a connection will be given to attend the meeting at the designated time.



BENEFITS OF USING MICROSOFT TEAMS MEETINGS

Microsoft Teams have a number of benefits in the context of meetings. It facilitates real-time communication, allows working together in various locations and is integrated with other Microsoft 365 tools like Outlook. This allows it to be a very useful instrument of professional communication.



CONCLUSION

Microsoft Teams is a simple process that is important to create and enhance the way people communicate and work in the workplace. These steps can help to hold effective meetings when collaboration between team members can be achieved easily.