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How to create a new Teams meeting

Quick guide - Workplace Communication

MOBILE TEAMS APP FOR YOUR MOBILE DEVICE

1. Open Microsoft Teams - Open the app on your desktop app or mobile app from your work/student account

2. Go to calendar - On the left-hand menu

3. Select 'New Meeting' - In the top right corner - Select New Meeting and a scheduling window will open

4. Add meeting details - Meeting Title, People who are attending (name/email address), Date and Time, Location (which most of the times stays as "Microsoft teams meeting" and Description of the meeting

5. Optional*: Make it to repeat - Click Repeat and choose: Daily/weekly/Custom Schedule

6. Click 'Save'/'Send' - invitations will be sent automatically to all people that are attending and also will appear on your calendar

WHY MICROSOFT TEAMS?

Microsoft Teams allows people to meet online, to communicate, to collaborate, share ideas and screens, even when working remotely

Microsoft Teams as per (Ilag and Sabale, 2022) is an essential tool for communication within organizations and educational institutions as well as being a critical service.