



Prifysgol Cymru

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University of Wales

Trinity Saint David

CertHE in Business Skills

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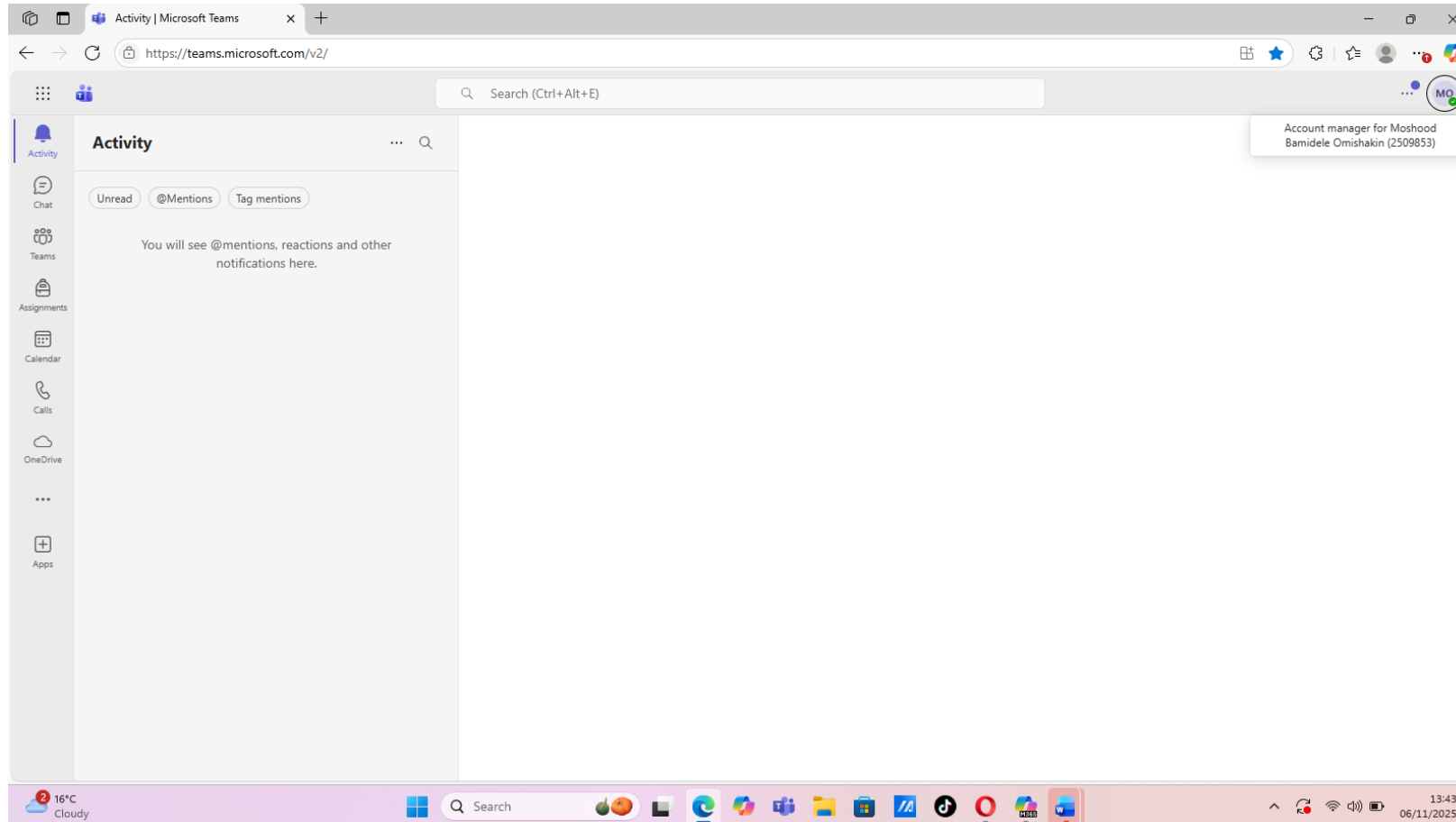
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How to create a Teams meeting

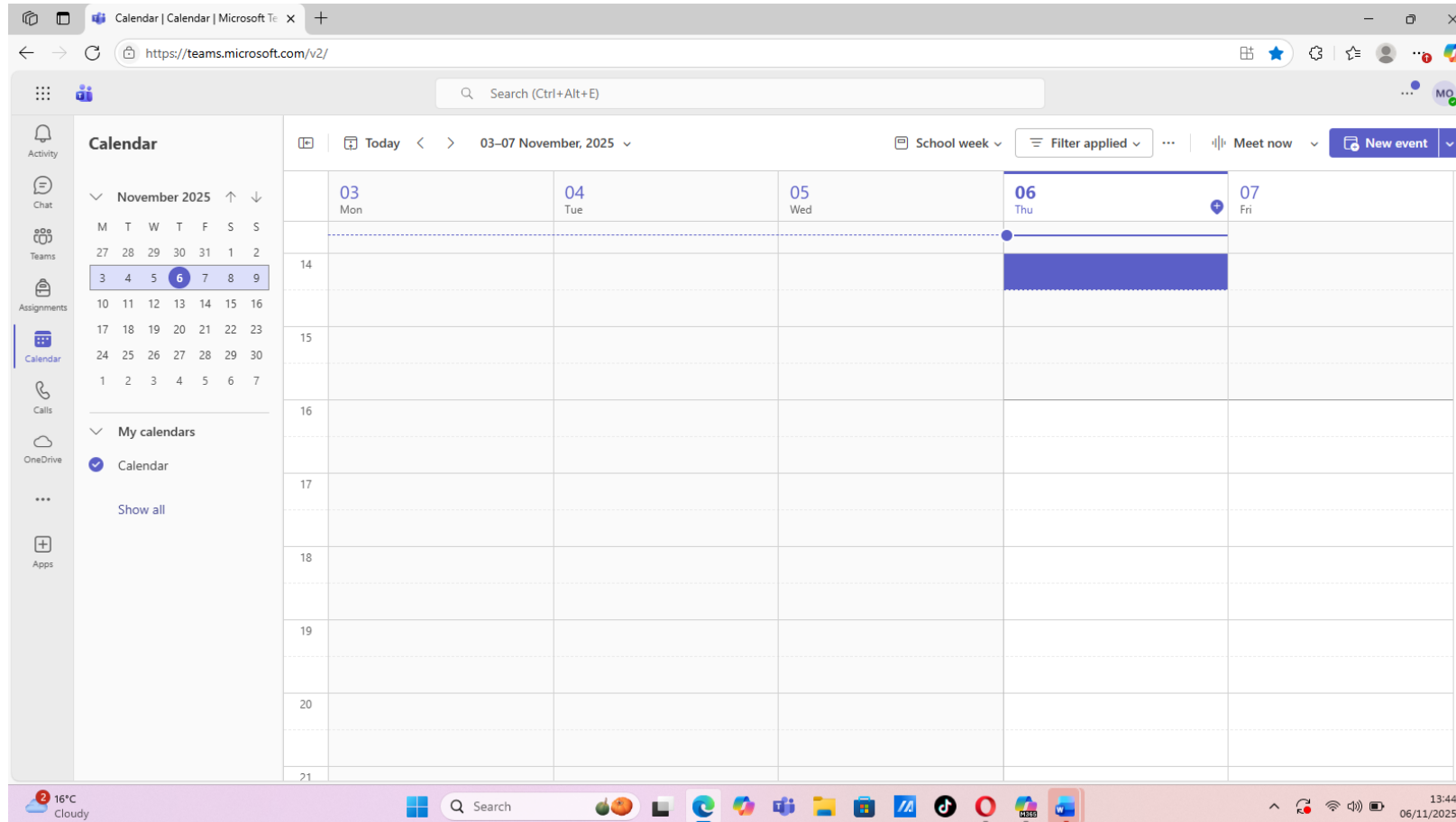
Step by Step:



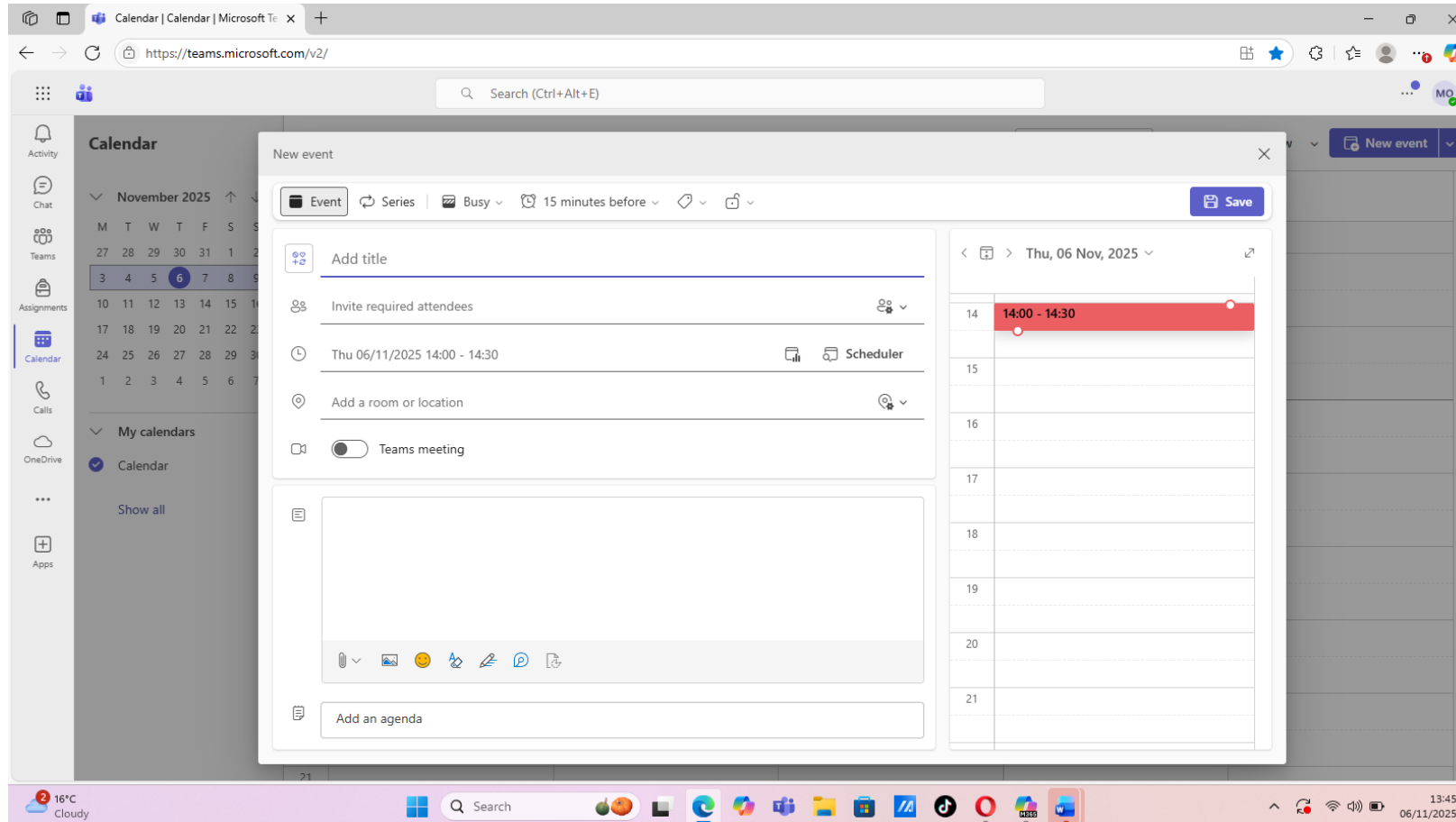
First, open Teams meeting



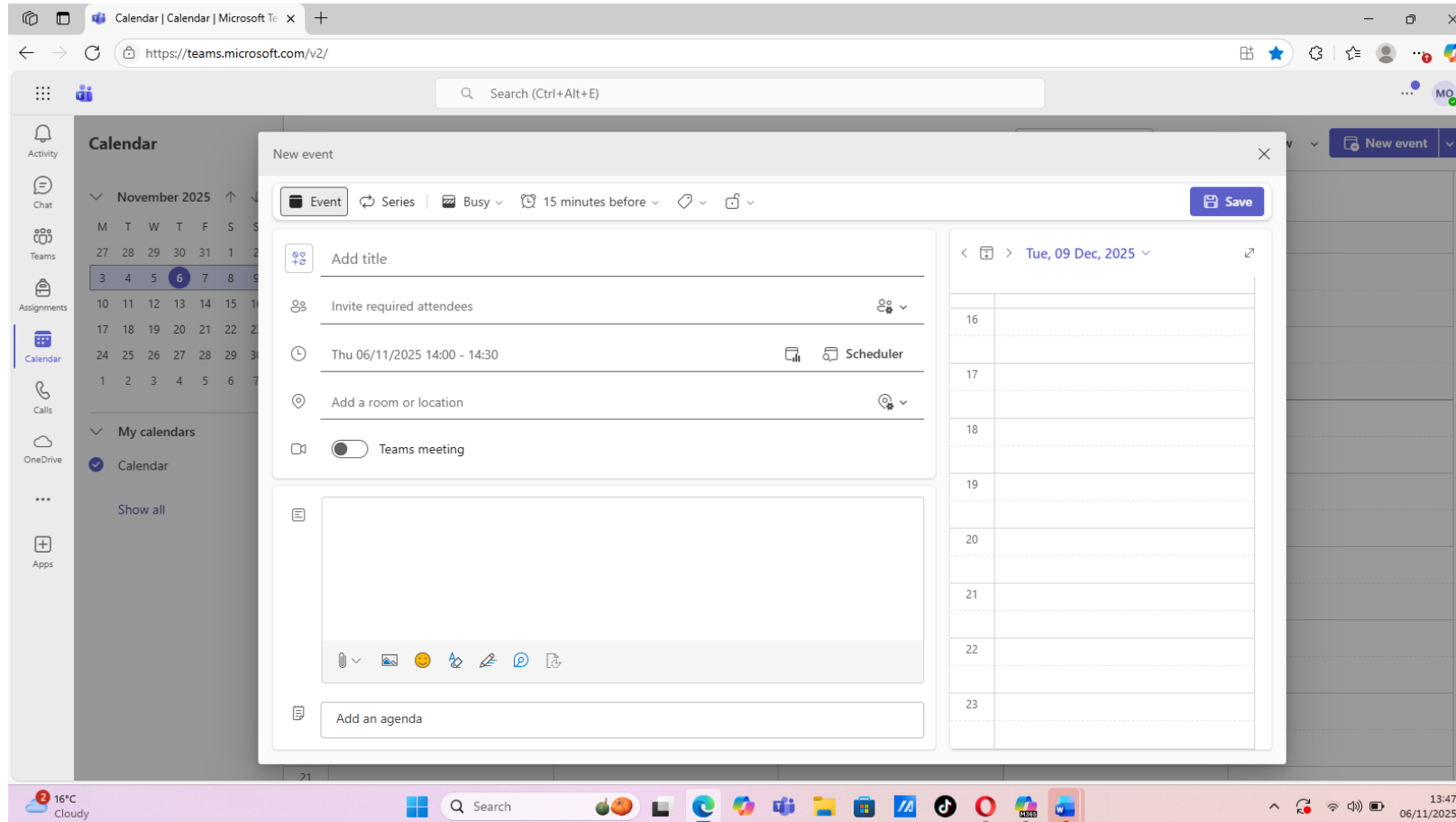
Second, go to “Calendar”



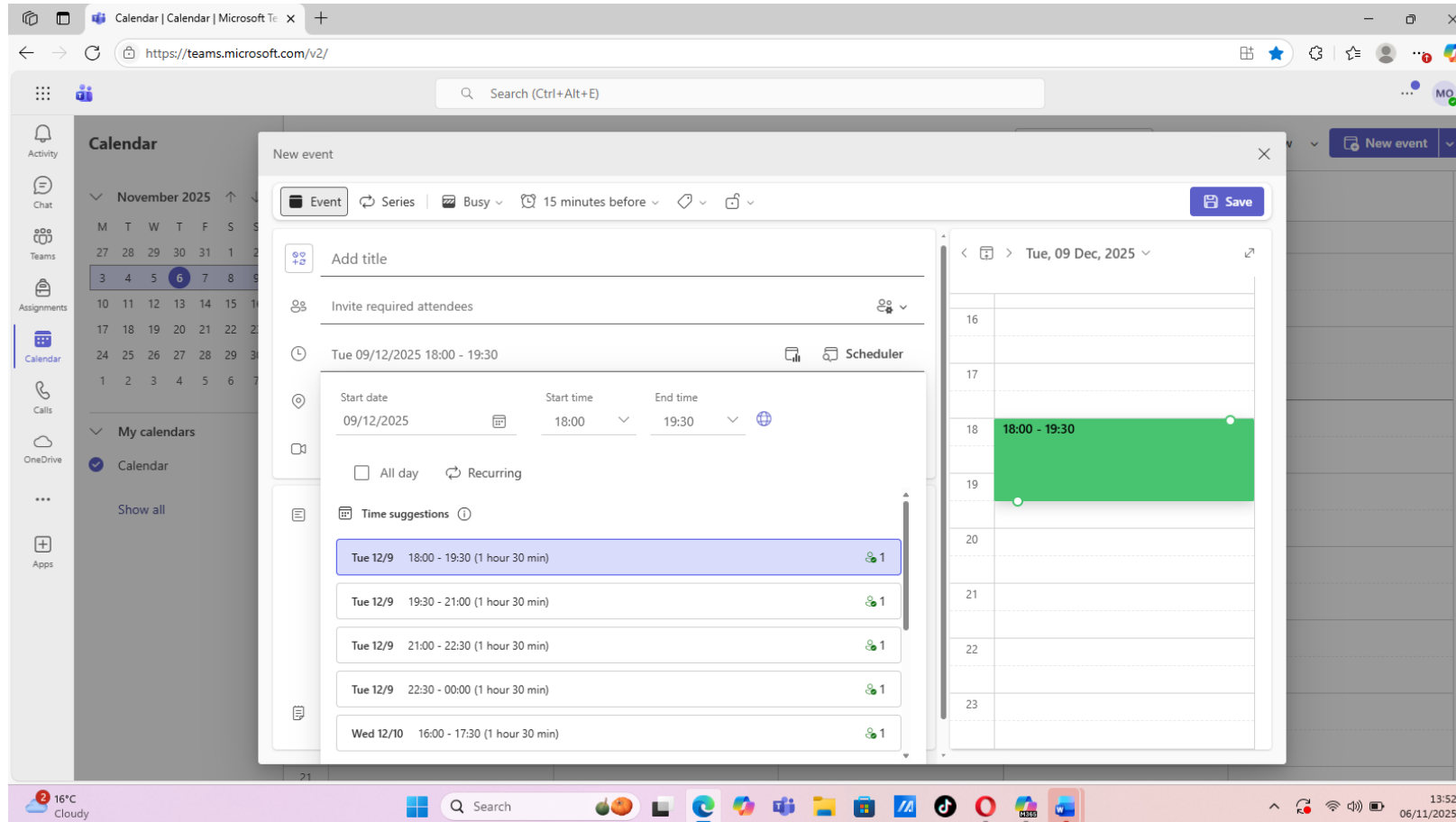
Third, create an event by clicking “New event”



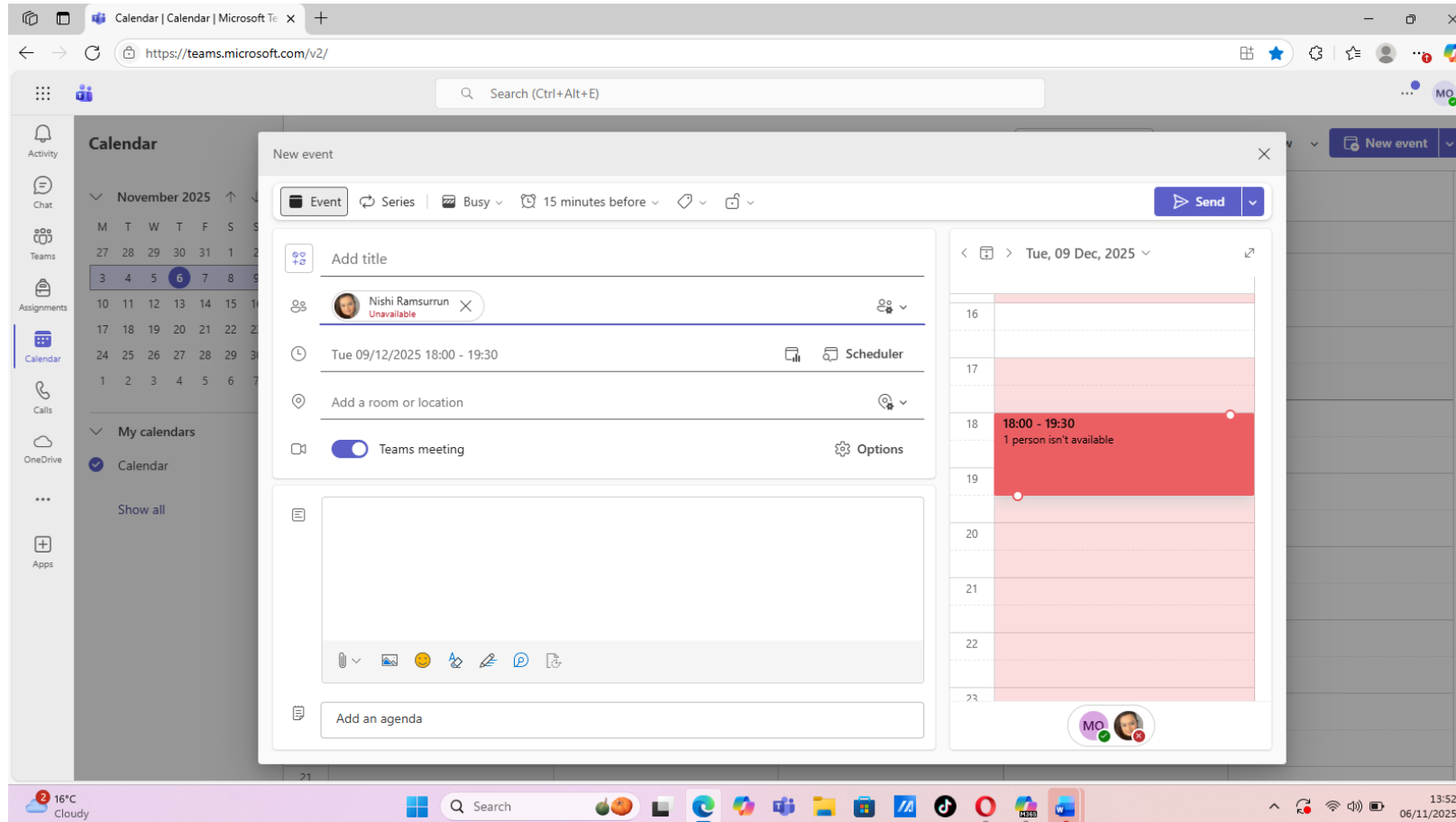
Fourth, set a date



Fifth, add a time and set it



Sixth, add attendees



Seventh, set reminders and save event

