

CREATING A NEW TEAMS MEETING

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INTRODUCTION

Information on how to navigate Microsoft Teams. This platform turned the world into a global village, connecting people around the world remotely. Organizations connect through Video, workplace chat and storing file.



STEP 1

In Microsoft Teams, click calendar on the left side bar, go to the new meeting on the top right corner and click.



STEP 2

Fill in the meeting details, Title of the meeting, names, email, date and time, add attendees, location or description.



STEP 3

Turn on the teams meeting switch button and then save. Select send to invite the attendees.

