

# how to create a teams meeting



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**STEP ONE : DOWNLOAD THE APP**

**STEP 2 : CHOSE A VERTION OF THE APP . THIS MAINLY DEPENDS ON THE DEVICE AND OS U USNG**

**STEP 3: OPEN THE APP AND LOGIN USING YOUT PREFERRED EMAIL**

**STEP 4: IN THE BOTTOM PART OF THE APP THERE IS A COUPLE OF OPSTINS TO CHOSE FROM**

**STEP 5 : PRESS THE BUTTON WHERE IT SAYS TEAN AND START A NEW TEAM MEETING**



References:

1.<https://logos-world.net/wp-content/uploads/2021/04/Microsoft-Teams-Symbol.png>

