



HOW TO CREATE A NEW TEAMS MEETING

01

OPEN MICROSOFT TEAMS ON YOUR COMPUTER

Sign in using your workplace 365 Microsoft account. Once logged in you will see a panel on the left hand side of the screen with various icons.

02

CLICK ON THE CALANDER ICON

Once you have clicked on the calendar icon, in the top right corner you will see a “New meeting Icon.” Select this option to customise your meeting.

03

CUSTOMISATION OF THE MEETING

Title - Create a title for your meeting to explain the context of the meeting to the invitees.

Add participants - you will need to add the required participants by typing their name or email. You can also include optional participants.

Date and Time - choose a date and time for the meeting . If the meeting is for a short period of time you will need to choose an end time. If the meeting is for an all day training session you can select “all day”.

Ensure your meeting does not clash with other events. Teams may show availability suggestions to help choose a suitable time.

Add meeting details - Include any important information within this section. For example ,context of what the meeting will be about , preparation required by the invitees and any specific information.

04

TEAMS MEETING LINK

Once you have customised your meeting and have checked all details are correct, Microsoft Teams will automatically create a meeting link.

05

Once you are happy with the meeting , click send and all participants will receive a meeting invitation through email and teams calendar. When they recieve the invitation they will be able to accept , decline or suggest a new time