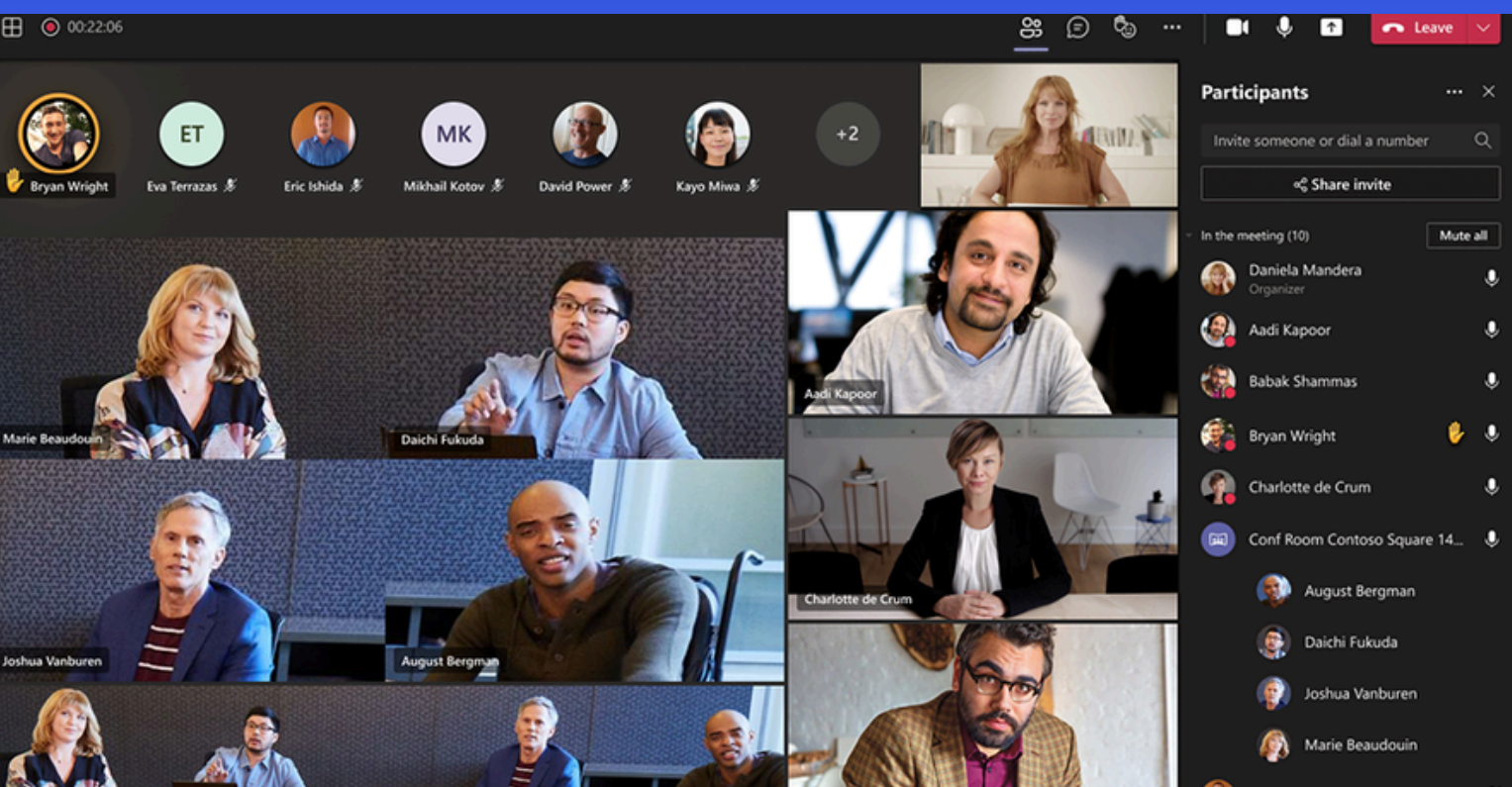


# How to

## Create a new Teams Meeting.



### 01. Introduction

Teams meeting is an online platform, used for communication and team work. It allows you to make video calls, text, and have meetings online whilst being anywhere.

#### **STEP ONE: SIGN IN.**

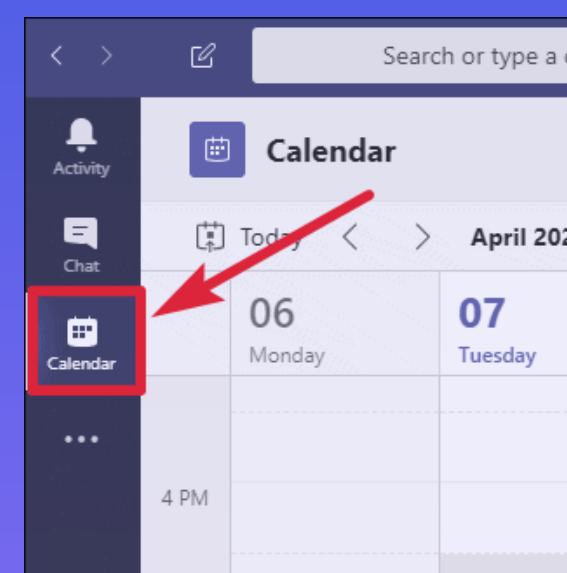
*DOWNLOAD/  
OPEN THE  
MICROSOFT  
TEAMS APP  
ON YOUR  
PHONE AND  
SIGN IN.*

#### ***When to use Teams:***

- ♦ *Chat: For quick questions.*
- ♦ *Meetings: For video calls and screen sharing.*
- ♦ *Teamwork: For working on files together at the same time.*

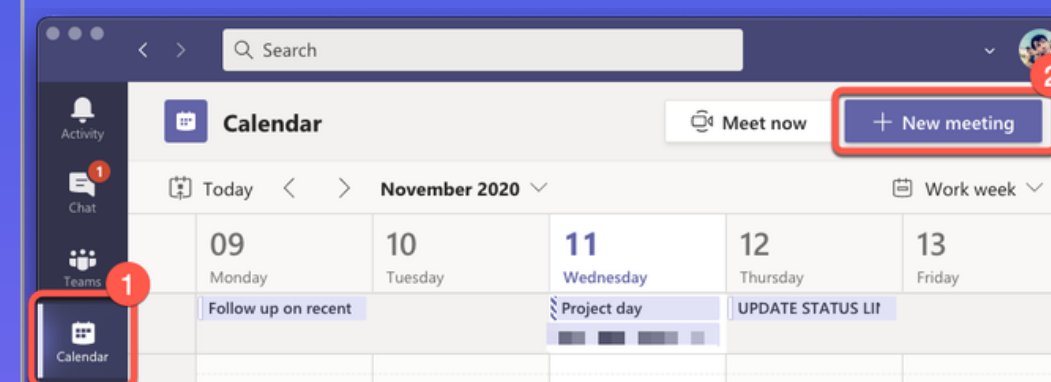
#### **STEP TWO: CALENDAR**

AFTER SIGNING IN, CLICK ON THE 'CALENDAR' TAB ON THE LEFT.



#### **STEP THREE: NEW MEETING**

After step two, select '+New meeting' on the top right.



#### **STEP FOUR: ADD DETAILS**

*Enter the title, date, time, and attendee.*

TO ADD ATTENDEES TO YOUR TEAMS MEETING, FOLLOW THESE STEPS:

- **INTERNAL GUESTS:** SEARCH FOR THEIR NAME AND SELECT THEM. REPEAT AS NEEDED.
- **EXTERNAL GUESTS:** TYPE IN THEIR FULL EMAIL ADDRESS TO INVITE THEM.

#### **STEP FIVE: FINDING THE BEST MEETING TIME**

*1. Look at the automatic time slots Teams provide.*

*2. Click 'Scheduling Assistant' to see your colleagues calendar.*

*3. Since external guests schedules won't show up, contact them directly to confirm their availability.*

#### **STEP SIX: SEND**

Press 'send'. An email invitation will be sent to your colleagues and your meeting will be created

