

How To Create a New Teams Meeting

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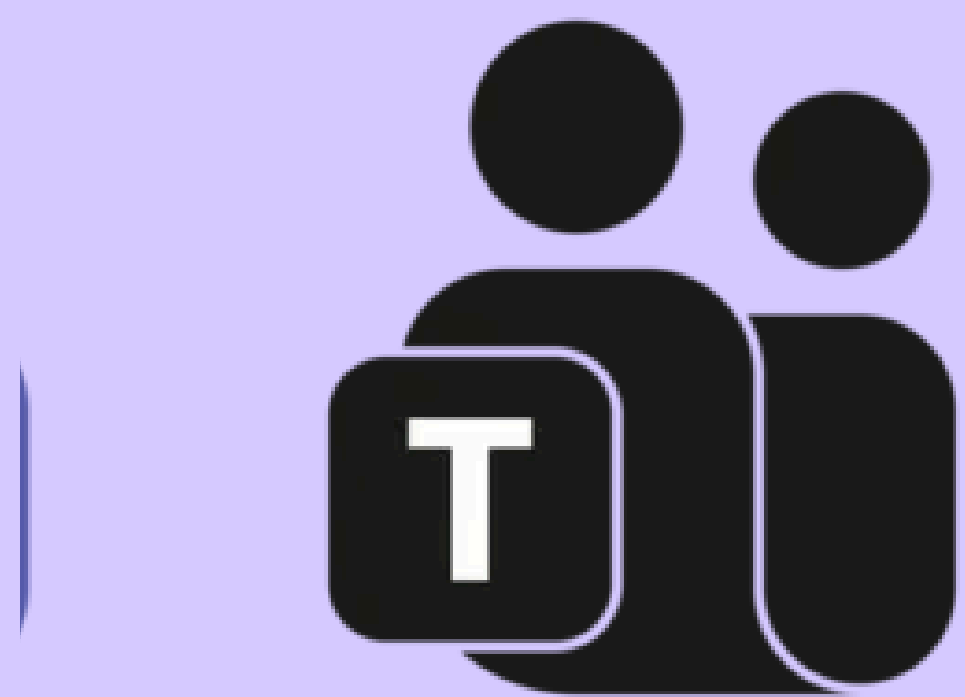
STEP 1

OPEN TEAM AND GO SELECT CALENDAR ON LEFT -HAND BAR TO HAVE ACSES TO TEAM



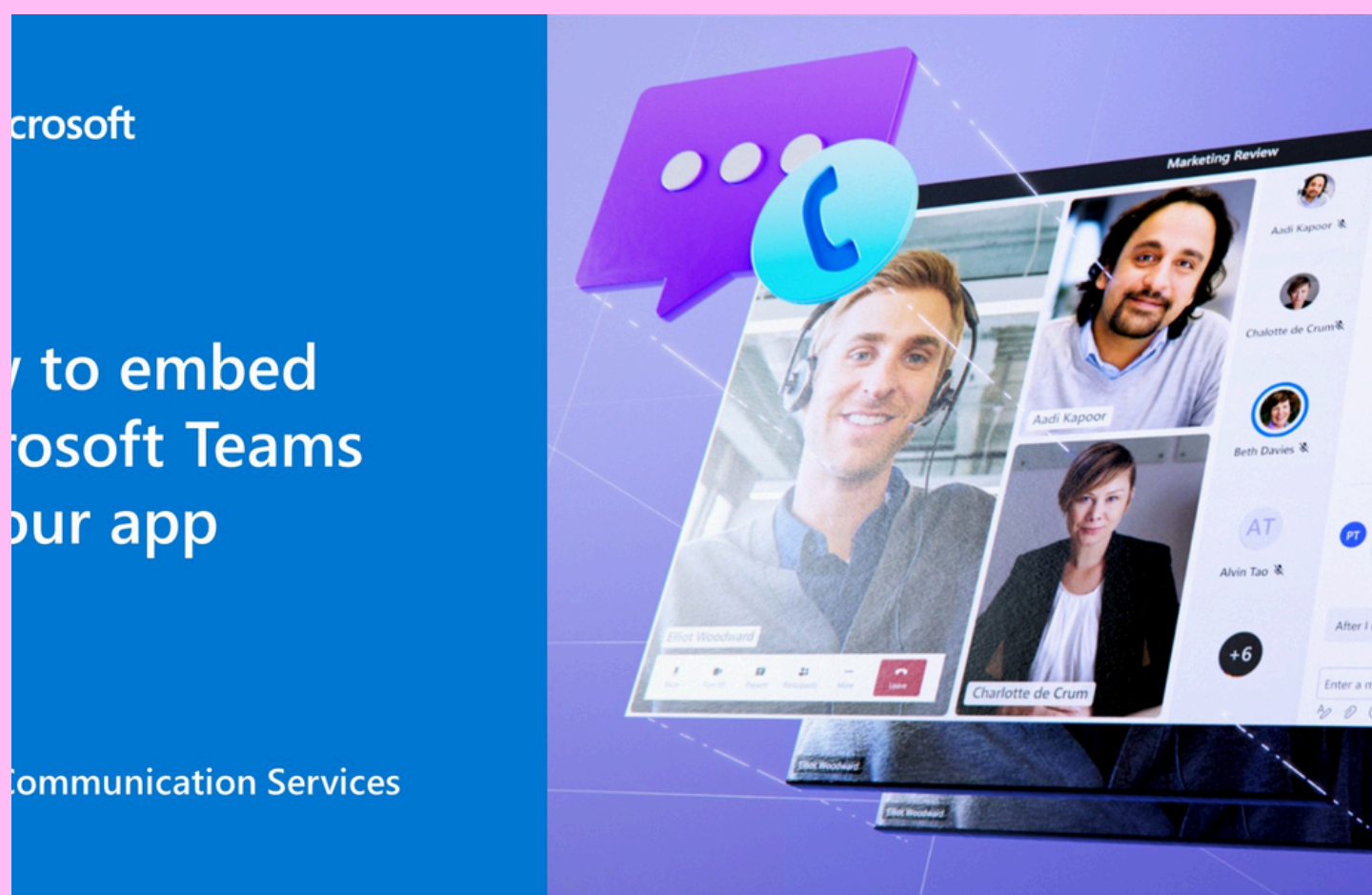
STEP 2

CLICK THE +NEW MEETING IN THE BOTTOM RIGHT TO BR ABLE TO CREATE A ROOM



STEP 3

WRITE ALL THE DDETAILS YOU WANT TO DISCUSS SO THEP INVITATION PEOPLE KNOW WHTA IS MEETING A BOUT TO IN THE MEETING BEFOR ADD THE DATE/TIME



STEP 4

SEND AND INVITE THE PEOPLE YOU WANT TO MEET AAND ADD TO CALENDER ADD WEBSITE VISIBLE TO MAKE MEETING SPECIFIC

