

HOW TO CREATE A NEW TEAMS MEETING



TASK 2/ INFORMATION POSTER
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1 STEP NUMBER 1

OPEN TEAMS
AND SELECT
CALENDAR ON
THE LEFT-
HAND
NAVIGATION
BAR.



2 STEP NUMBER 2

CLICK THE +NEW
MEETING BUTTON IN THE
TOP RIGHT CORNER.

3 STEP NUMBER 3

FILL IN DETAILS:
ADD A TITLE, ADD
REQUIRED
ATTENDEES, AND
SET THE DATE /TIME

4 STEP NUMBER 4

SEND: CLICK SEND
TO INVITE
PARTICIPANTS AND
ADD IT TO YOUR
CALENDAR.

5 STEP NUMBER 5

OPTIONAL: YOU
CAN ADD A
CHANNEL TO MAKE
THE THE MEETING
VISIBLE TO A
SPECIFIC TEAM.



WHY IS TEAMS IMPORTANT?

IT OFFERS WORKSPACE
CHAT,
VIDEOCONFERENCING,
TEAMS CALLING, FILE
SHARING AND
STORAGE,APPLICATION
INTEGRATION,AND
MORE,MAKING IT ONE OF
THE MOST POPULAR
PLATFORMS AMONG MID
MARKET AND ENTERPRISE
ORGANIZATIONS.