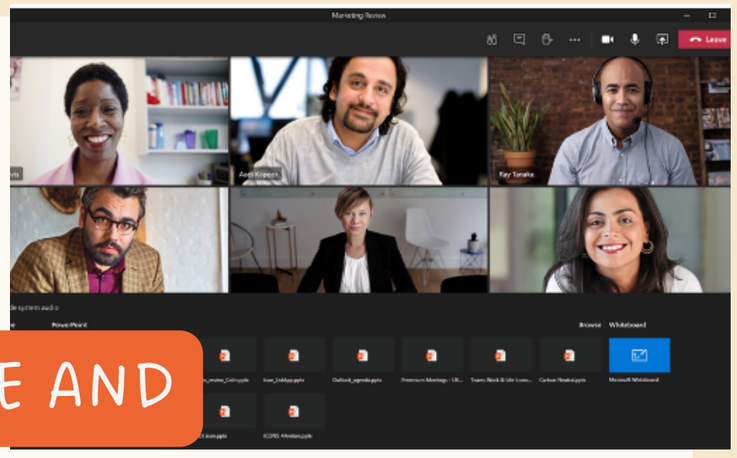
HOW TO CREATE A NEW TEAMS MEETING .

In this poster I will be identifying a step by step on how to create a new teams meeting and also introduce and summarize what teams are and what features it has . My goal is to teach the new users how to start a meeting and hope they progressively understand the function of teems .

Elvira stoica 2524774

WHAT IS A TEEMS MEETING?

A teems meeting is a virtual online gathering where people make their meetings to talk anywhere your at.



WHAT CAN YOU DO ON TEAMS?

- See and hear others - its optional if you wish to open your camera and use your microphone . you can mute if you want to.
- Screen share - you can screen share and allow your group call to also see your screen with you
- Chat - you can send messages during the virtual meeting if you do not understand , having technical issues or want to share something eg ; links .
- Recording- you can record your meetings if you want to later view the meeting.

TIPS FOR AN INCLUSIVE AND MINDFUL MEETING:

- Go around the room and introduce yourselves to each other
- Check in on virtual folks: can they hear? Do they want to speak?
- Don't interrupt others and go around the room to solicit opinions
- Watch the clock -- are you ending on time?
- Share materials and an agenda in advance of starting
- Send a summary and solicit ideas that came to mind afterwards
- Stay on camera! If you're not in frame other offices can't include you

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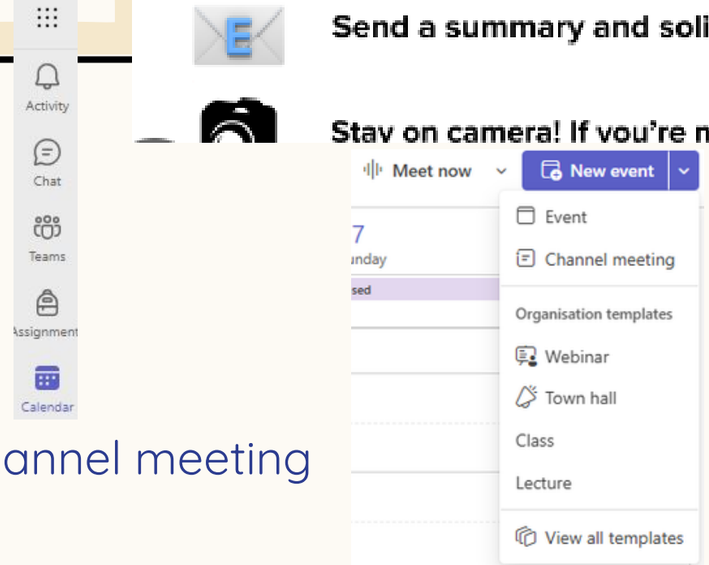
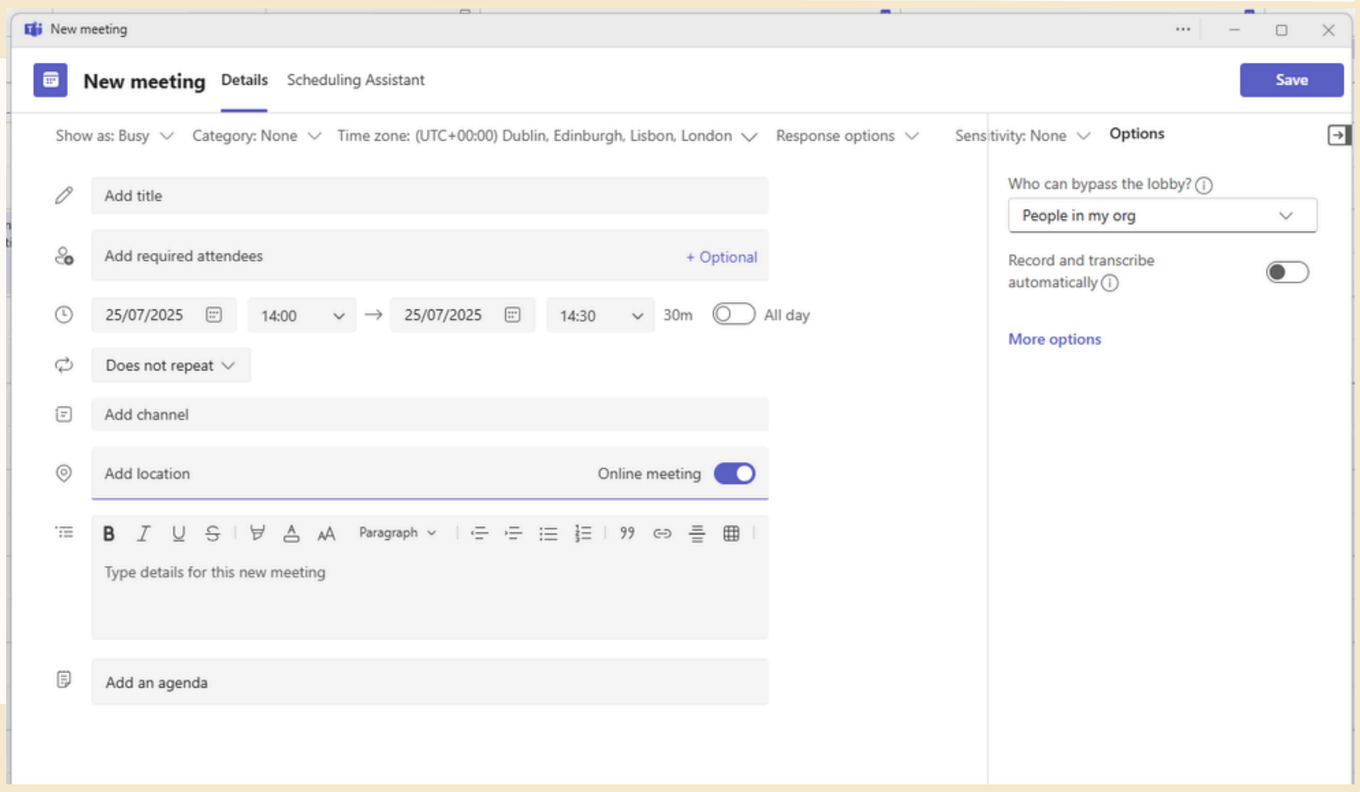


- go on teams and select the calendar icon
- after you go on new event and select a channel meeting
- then you create your meeting, choose the title you want to name your meeting , add attendees , choose the date and time and even choose the location (online meeting will be optional)
- click the save button and your schedualed meeting is good to go .

QUICK & EASY .

Here is a quick 30 second video to also follow . quick and simple steps.