

How to Create a Microsoft Teams Meeting

Microsoft Teams is a popular platform used for communication, collaboration, and virtual meetings in workplaces, schools, and organizations. Creating a Teams meeting is simple and can be done through the Teams app or Microsoft Outlook. Below is a step-by-step guide explaining how to set up a meeting effectively.

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Using Microsoft Teams

To start, open the Microsoft Teams application on your desktop or through a web browser by visiting <https://teams.microsoft.com>. Once signed in with your Microsoft account, go to the **Calendar** tab on the left-hand menu. This section displays your scheduled meetings and allows you to create new ones.

Click the **“New meeting”** button in the top-right corner. A meeting setup window will appear. Here, you can enter the **meeting title**, add **participants**, and set the **date and time**. You can also include a brief **description or agenda** in the meeting details box to inform participants about the purpose of the meeting.

Next, choose whether the meeting will be **recurring** (daily, weekly, or monthly) by selecting **“Repeat.”** If you want to invite people from outside your organization, simply type their email addresses in the **“Add required attendees”** field. Teams automatically sends them a join link once the meeting is saved.

When all the information is filled out, click **“Save.”** The meeting will now appear on your Teams calendar, and an invitation email will be sent to all participants containing the link to join the meeting.

Using Microsoft Outlook

You can also create a Teams meeting directly through **Microsoft Outlook**, which integrates seamlessly with Teams. Open Outlook and go to the **Calendar** section. Click **“New Teams Meeting”** on the toolbar (you’ll see this option if your Teams add-in is active).

This automatically generates a meeting link in the body of the invitation. Add the meeting title, attendees, date, and time as usual. Once you click **“Send,”** the invite goes to all recipients, and they can join the meeting through the included Teams link.

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Joining and Managing the Meeting

When it’s time for the meeting, participants can click the **“Join”** button from the calendar or the link in their email. The host can manage participants, share screens, and record sessions if needed.

In summary, Microsoft Teams makes it easy to organize and run meetings efficiently, whether through the Teams app or Outlook. It supports both internal and external collaboration, helping users stay connected and productive.