



How to Create a Microsoft Teams Meeting

(A Quick Workplace Guide)



Microsoft Teams allows employees to arrange, manage and conduct secure online meeting within an organisation. This guide outlines the professional procedure for scheduling a meeting using Microsoft Teams



Before you start

Ensure that:

- ✓ You are signed into your Microsoft 365 account.
- ✓ You can gain access the Microsoft Teams software.
- ✓ You are aware of the date, time and attendees.
- ✓ You have permission to schedule meetngs within your organisation.
- ✓ Your Outlook calendar is synced.

Microsoft Teams Login

Teams helps you organize your life and work, chat and call with anyone, and access your files securely.

Sign in

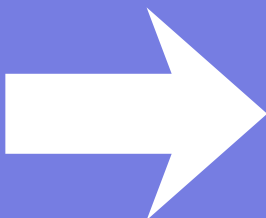
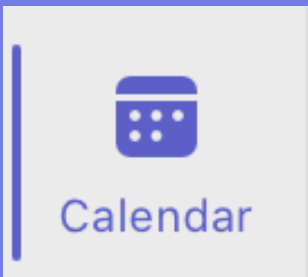
Download Teams

Key Features during the meeting

- Mute/ unmute microphone
- Camera on/ off
- Screen share or presentation
- Live chat / record meeting (if permitted)

Best Practice Guidance

- Join the meeting on tme
- Mute mic when not speaking
- Share/ send agenda in advance



+ New meeting



Step 1: Open the Calendar

Select “calendar” on the left-hand navigation panel in Microsoft Teams.

Step 2: Select New Meeting

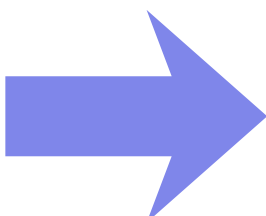
Click “New Meeting, located in the top-right corner.

23/02/2026 16:30

23/02/2026 17:00

30m All day

Does not repeat



Save

CLICK: Save

Step 3: Enter Meeting Details

- Meeting title
- Required and optional attendees
- Date and time (start and end)
- Location
- “Online meeting” toggled on
- Clear Meeting objective/ agenda

Step 4: Review and Save

Review all details to ensure accuracy
Click Save to:
Automatically generate a Teams meeting link that is secure, send an invitation for the meetng to all attendees and add the meeting to both your calendar and attendee calendars’.



Effective scheduling promotes communication, productivity and collaboration accross an organisation.