

start

6 EASY Steps

How to Make a Teams Meeting

Reiss Callender

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ONLINE



INTRODUCTION

HELLO MY NAME IS REISS CALLENDER
AND IM GOING TO SHOW YOU HOW TO MAKE A
TEAMS MEETING

Open Microsoft Teams

.once prompted launch the teams app
on your PC or Mac. or go to the web
version. down in the link below
<https://teams.microsoft.com>

Go To The Calendar

Look at the left hand side
. Click Calendar where you will
find option about new meetings

Click New Meeting

On the top right corner of the
calendar page they will be an option
to click new meeting.
next steps will be

Click save

this will automatically send a
meeting invite to everyone you
have added. The meeting will
appear on your calendar.

Fill in the Meeting details

- . Title of the meeting
- . Date
- .Start & end time
- . Add required attendees
(type there email addresses)

Join the meeting when it starts.

- .Go back the calendar.
- .Click your meeting & then click
join.
- then you should be all connected

