

HOW TO CREATE A NEW MICROSOFT TEAMS MEETING

GOALS

To work effectively with your coworkers, learn how to rapidly set up and run a Microsoft Teams meeting.



Step by step process;

Open Microsoft Teams

- Launch Microsoft Teams from your desktop or browser.
- Make sure you are signed in with your work account.

STEP 1

Go to the Calendar

- On the left-hand menu, click the Calendar icon.
- This displays your schedule and upcoming meetings.

STEP 2

[Teams App] → [Calendar] → [New Meeting] → [Enter Details] → [Send Invite] → [Join Meeting]

Tips for a Successful Meeting;

- Always double-check your meeting date and time zone.
- Test your audio and camera beforehand.
- Share the meeting link early if external guests are joining.
- Include a short agenda in your invite for clarity.

STEP 3

Create a New Meeting

- Click the “New Meeting” button (top-right corner).
- A scheduling form will appear.

Fill in Meeting Details

Complete the required fields:

- Title: Give your meeting a clear, descriptive name.
- Attendees: Type names or email addresses of participants.
- Date & Time: Choose start and end times.
- Location: Select “Teams Meeting” to make it online.
- Description: Add agenda or notes if needed.

STEP 4

Send the Invitation

Click “Send” once all details are complete.

An email invite with a Teams link will be sent automatically to all participants.

STEP 5

Join Your Meeting

- When it’s time, go to your Calendar, open the meeting, and click “Join”.
- Check your camera, microphone, and background before starting.

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STEP 6