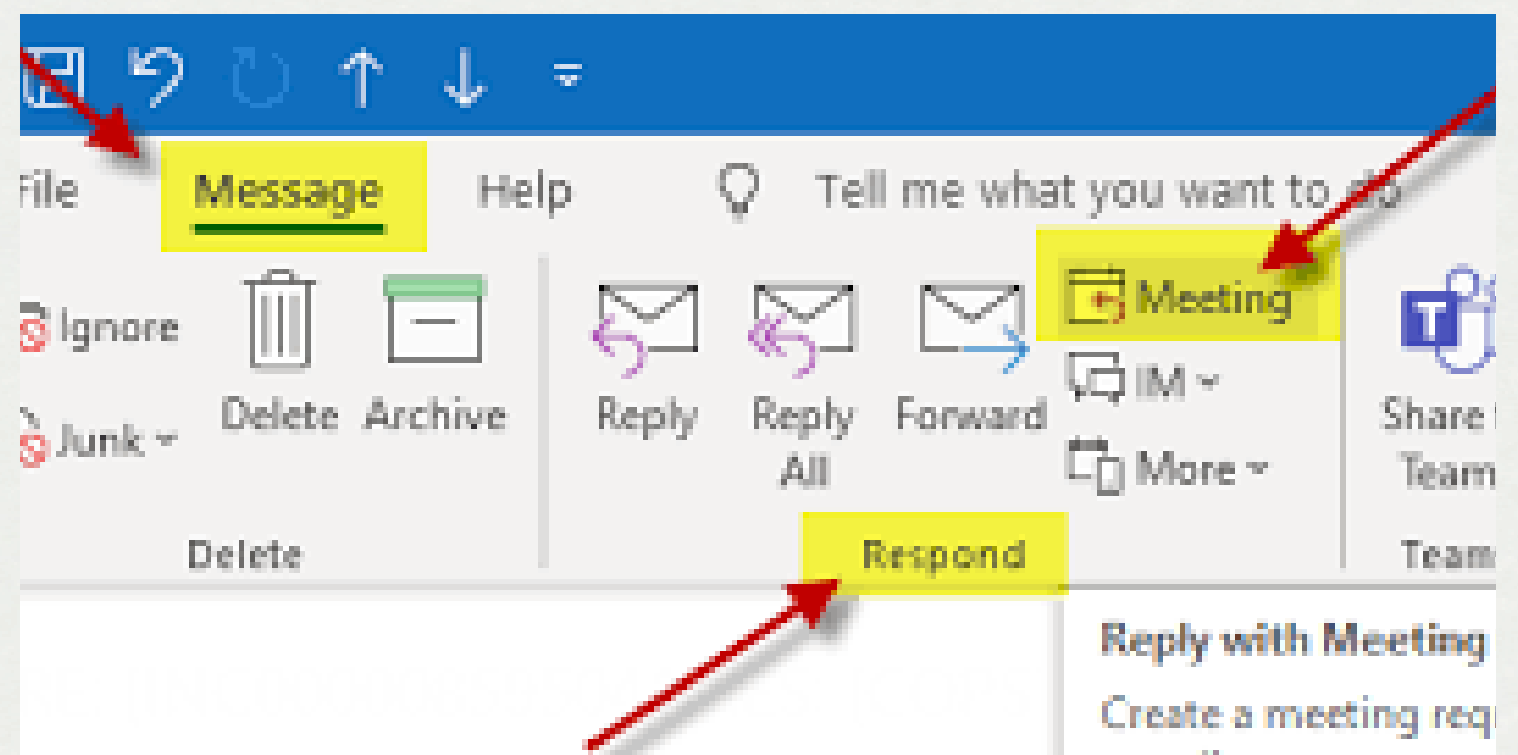
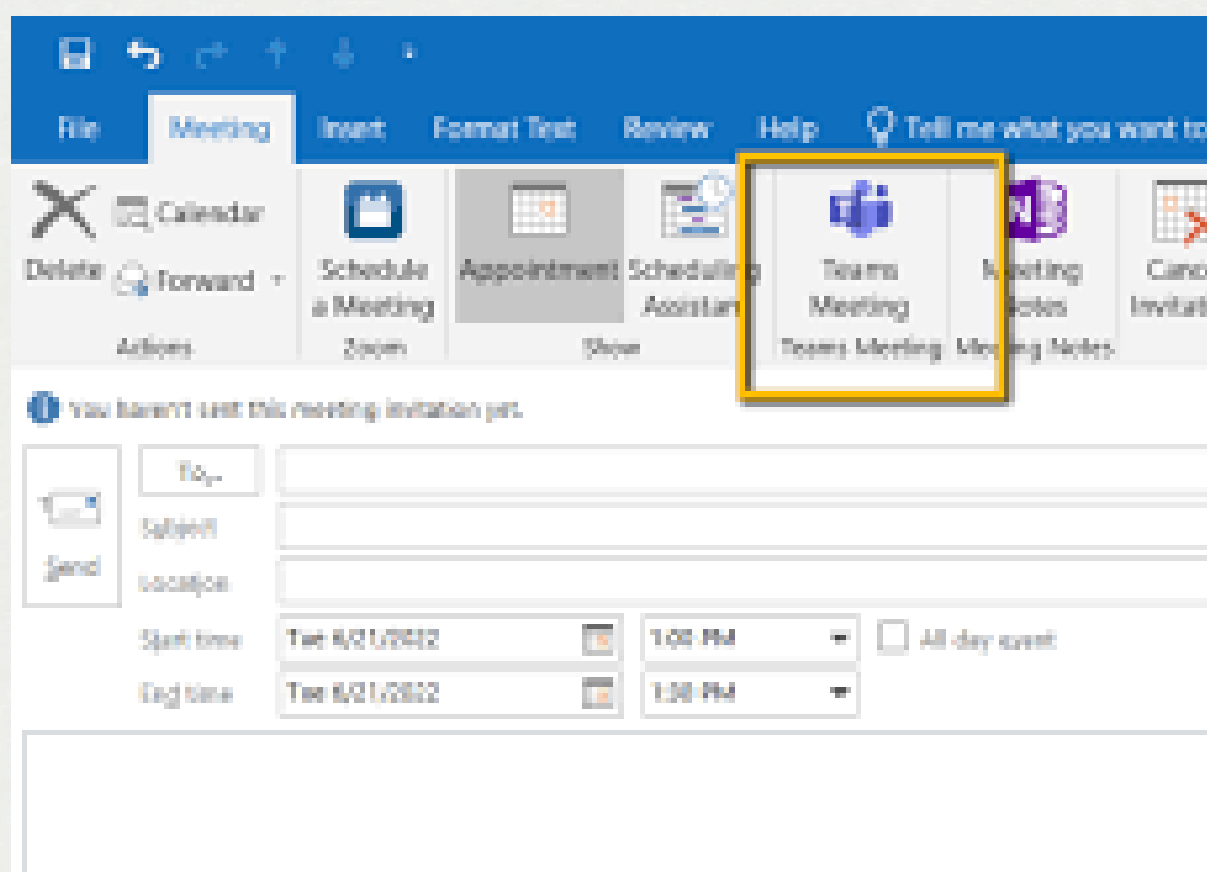


HOW TWO CREATE A TEAMS MEETING

FIRST STEP: WHAT YOU NEED TO DO IS OPEN MICROSOFT TEAMS TO ACCESS THE APPLICATION.



SECOND STEP: YOU NEED TO GO TO THE CALENDAR SECTION LOCATED ON THE LEFT SIDE OF THE MENU.



THIRD STEP: CREATE A MEETING; YOU WILL SEE A BUTTON WITH THE DESCRIPTION OF NEW MEETING.

FIFTH STEP: FINALLY, YOU JUST NEED TO SEND AND TEAMS WILL TAKE CARE OF SENDING THE REQUESTS.

FOURTH STEP: YOU NEED TO GIVE YOUR MEETING A SUITABLE NAME (WHAT IT'S ABOUT), CHOOSE WHEN IT WILL START AND WHEN IT WILL END, AND WRITE DOWN THE EMAIL ADDRESSES OF THE PEOPLE WHO WILL BE ATTENDING.

