

start

6 EASY Steps

How to Make a Teams Meeting

Reiss Callender

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ONLINE



INTRODUCTION

HELLO MY NAME IS REISS CALLENDER

Open Microsoft Teams

.Launch the teams app on your PC or Mac. or go to the web version.

<https://teams.microsoft.com>

Go To The Calendar

Look at the left hand side
. Click Calendar.

Click New Meeting

On the top right of the calendar page
Then click new meeting.

Fill in the Meeting details

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

Click save

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

Join the meeting when it starts.

.Go back the calendar.

.Click your meeting & then click join.

