

HOW TO: CREATE A NEW TEAMS MEETING

STEP ONE

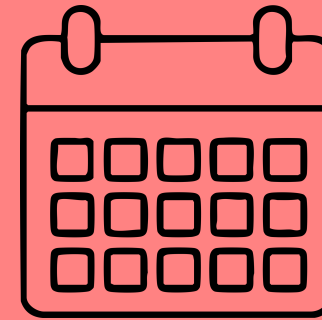


OPEN TEAMS

Launch Microsoft Teams on your computer or browser

Sign in with your work account

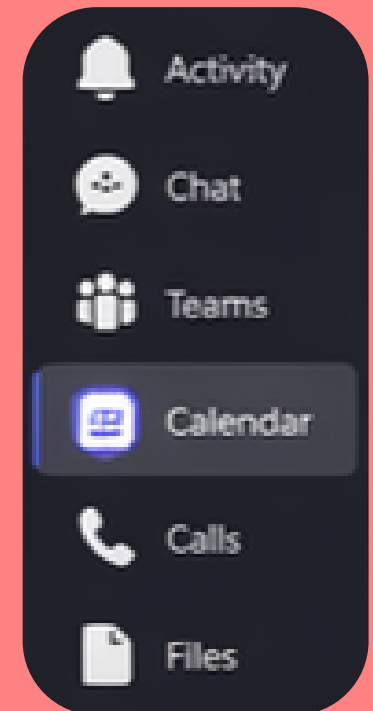
STEP TWO



Open Calendar

Click "**Calendar**" on the left-hand menu.

This shows your schedule and up coming meetings.



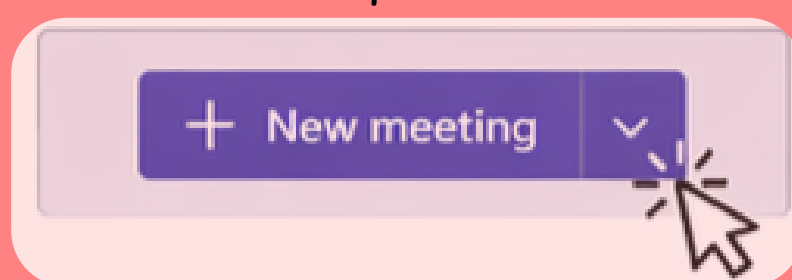
STEP THREE



Click "New Meeting"

Select "**New meeting**" at the top right corner.

A meeting window will open.



STEP FOUR



Add Meeting Details

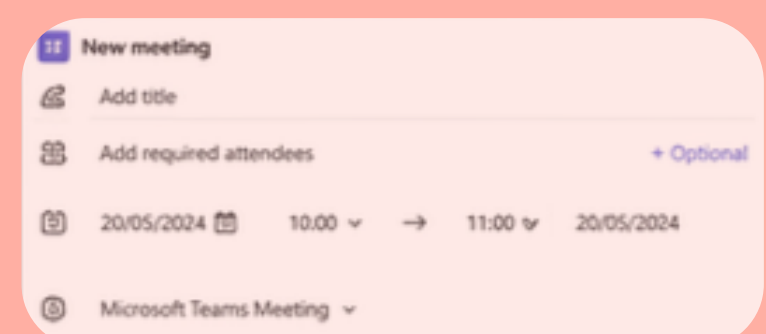
Fill in the key information:

TITLE- Name your meeting

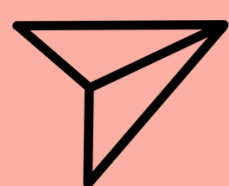
ATTENDEES- Add participants

DATE & TIME-Choose when the meeting will happen

LOCATION- Leave as "Microsoft Teams Meeting"



STEP FIVE



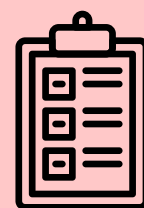
Press "Send"

Press "**Send**" to invite participants.

The meeting will then appear in everyone's calendar.



TIPS FOR SUCCESS!



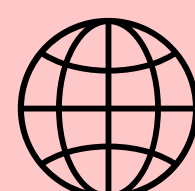
Keep titles clear- use description titles so everyone know the purpose of the meeting.



Add and agenda- A clear agenda keeps meeting focused and productive.



Plan ahead- schedule meetings in advance to make it easier for everyone.



Check time zones- especially when working with remote or international teams.