

This document includes only the second and third Teams meeting posters, as requested by Mohammad Yaser Edrak, student ID 2513379. It contains the required amount of text for Turnitin submission.

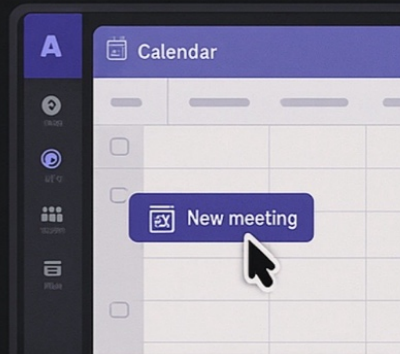
HOW TO CREATE A NEW TEAMS MEETING

STEP 1 OPEN MICROSOFT TEAMS



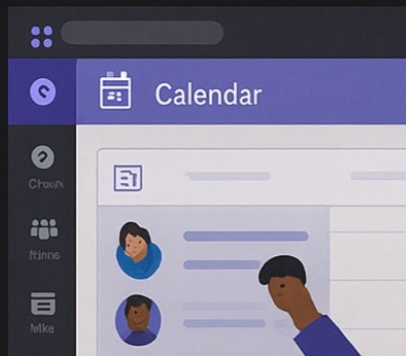
Open the Microsoft Teams app on your computer or phone.

GO TO THE CALENDAR



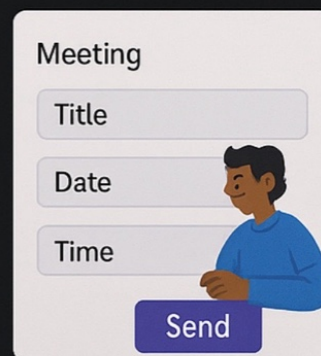
Click on Calendar in the left sidebar.

CREATE A NEW MEETING



Select New meeting and fill in the meeting details.

INVITE PEOPLE AND SEND



Add participants, then click Send to share meeting link.

HOW TO CREATE A NEW TEAMS MEETING

STEP 1

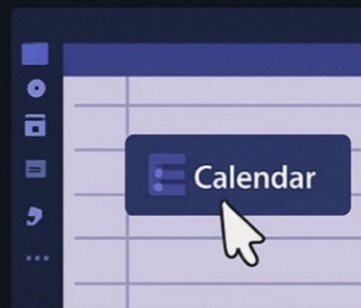
OPEN MICROSOFT TEAMS



Open the Microsoft Teams app on your computer or phone.

STEP 2

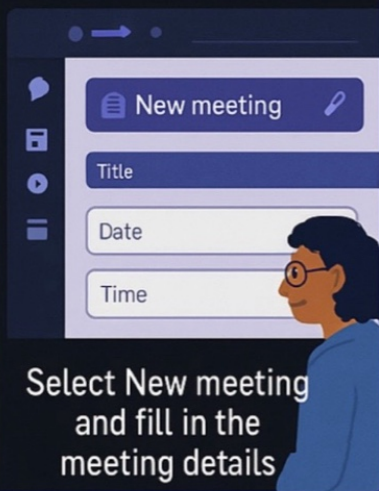
GO TO THE CALINDAR



Click on Calendar in the left sidebar.

STEP 3

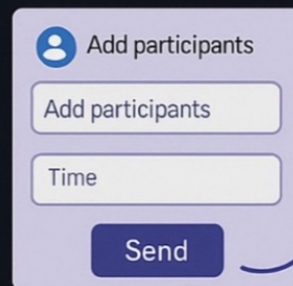
CREATE A NEWEETING



Select New meeting and fill in the meeting details

STEP 4

INVITE PEOPLE AND SEND



Add participants, then click Send to share the meeting link