

How do I create a new meeting on Microsoft Teams ?

Start

Step 1) Open Microsoft Teams

If you don't already have Microsoft Teams downloaded, download it from your respective app store on your device of choice.

Step 2) Select the 'calendar' tab

This should be found on the left-hand side of your screen.

Step 3) Select 'create new event'

This should be found on the top right-hand side of your screen.

Step 6) Set the date, time and duration of the meeting in the date box

For example, the 02/03/2026 from 08:00 to 8:30.

Step 5) Type the name, email address or phone number of the attendee(s) you would like to invite in the 'Invite required attendees' box

For example, JaneDoe@hotmail.com or Jane Doe or 07123456789.

Step 7) You may fill in the description box with relevant information

Here you may provide information about the meeting, why it is being held, and what it may entail. This is so that the attendees are informed beforehand.

Step 8) Select 'send' at the top right of the screen to send the meeting to the selected attendee(s).

In doing this, the meeting will be scheduled and automatically added to your calendar

8 easy steps!

Dwight Evans

2528521