

# How to create a new Teams Meeting



## Step 1: Define Purpose



Define the purpose of your meeting. Discuss key topics and agendas, identifying what the main objective of the meeting is.



## Step 2: Open Microsoft Teams

This can be indicated by the Microsoft Teams logo. To open this app on your desktop, select the start menu on your taskbar.



## Step 3: Select Calendar tab

On the left side of the screen, the calendar icon will appear. This tab will show any existing meetings and allow you to create new ones.



## Step 4: Click “Meet now” to create a new meeting

Clicking the “Meet now” button will create a new immediate meeting.



## Step 5: Fill in meeting details (Meeting Title, Date, Time)

For scheduled meetings, In the meeting form, enter the session’s name in the **Add title** field, then choose the appropriate **date**, **start time**, and **end time** using the dropdown menus provided.

Once all the information has been filled out, click save to finalise the meeting.



## Step 6: Invite participants

To invite participants to a Microsoft Teams meeting, open the meeting in your Teams calendar and add names or email addresses in the **Required attendees** field. Once all attendees are listed, select **Send** and Teams will automatically deliver the meeting invitation to everyone.