

SIX

HOW TO CREATE A NEW MICROSOFT TEAMS MEETING

SIMPLE STEPS

1

OPEN MICROSOFT TEAMS

Open the Microsoft Teams app or go to the website and sign in.



2

GO TO CALENDAR

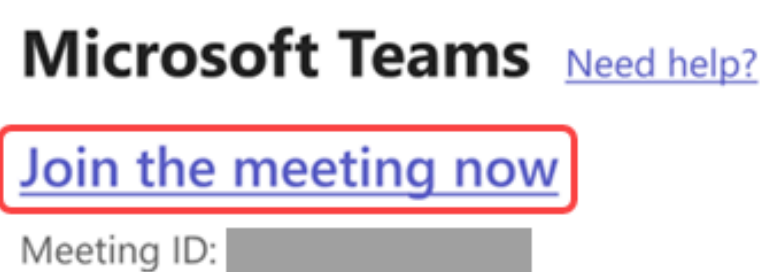
Click the Calendar icon on the left hand side.



3

“NEW MEETING”

Select “New Meeting” at the top right of the screen



4

ADD MEETING DETAILS

- Title
- Date and time
- Location (Teams meeting)



5

ADD PARTICIPANTS

Type names or email addresses of attendees.



6

SEND THE INVITE

Click Send to schedule the meeting.



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