

HOW TO CREATE A NEW TEAMS MEETING

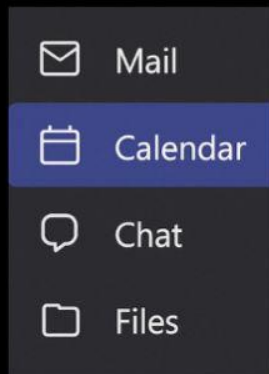
STEP 1

Open Microsoft teams.



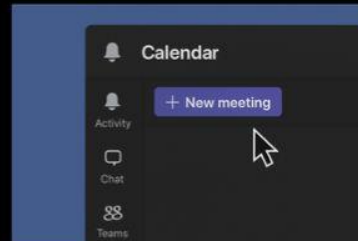
STEP 2

Go to Calendar tab on the left.



STEP 3

Click new meeting or new event.



STEP 4 enter the meeting title, date, time, and participants.

New meeting ✕

Title

Add required attendees

Start End

STEP 6 Click save or send to schedule the meeting.

