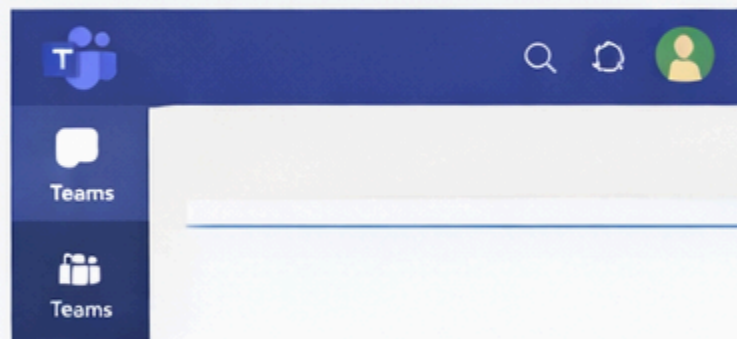




How to Create a New Teams Meeting

1. Open Teams

Go to Microsoft Teams.



2. Click on "Calendar"

Select the "Calendar" tab.



Your paragraph text

3. Select "New Meeting"

Click on "New Meeting".



4. Enter Meeting Details

Add title, date, and invite participants.

The 'New Meeting' form contains the following fields:

- Add title**: A text input field.
- Date & Time**: A dropdown menu and a date/time input field.
- Add required attendees**: A text input field with a search icon and a plus icon.
- Add description**: A text input field.
- Save**: A button in the top right corner.

Aaron Harris - 2526741

Click "Save" to Schedule Your Meeting!