

HOW TO CREATE A NEW TEAMS MEETING



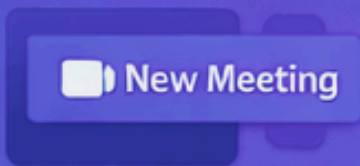
Step 1: Open Microsoft Teams

Launch the **Microsoft Teams** application on your desktop, laptop, or mobile device. You can also open it in a web browser. Sign in with your work or school account to access your dashboard.



Step 2: Go to the Calendar

From the menu on the left side of the screen, click on the **Calendar** icon. This section shows all your scheduled meetings and available time slots.



Step 3: Click "New Meeting"

In the upper-right corner of the Calendar page, select the **New Meeting** button. A scheduling window will open where you can begin entering your meeting information.



Step 4: Add Meeting Details

Enter the meeting title, choose the correct date, and set the start and end time. Add the email addresses or names of **participants**. You can also include a description or agenda to explain the purpose of the meeting.



Step 5: Save & Send

Click **Save** to schedule the meeting. Invitations will automatically be sent to all participants.



You're ready to meet!

Attendees can join directly through **Teams** or by clicking the link in their email invitation.

