

How to Create a Microsoft Teams Meeting



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Open Microsoft Teams

Add specifics. Once your meeting has been **planned**, include details in the invitations. **Update** and accept proposed Team meetings.



Click on Calendar

Add the new details or invite participants. This step helps you **manage your meeting** and ensures the invitations are sent correctly.



Select New Meeting

Add **Details**, invite participants, and **explain** the agenda and scheduling. Treat participants with **clarity**, **providing** a timeline with specifics and prospective follow-ups.



Add New Meeting

Add details and invite participants; then **amend** and **confirm your invitations**. It **contributes** to good **communication** and an **organised** gathering.



Hit Save and Send

Recognise the significance of **managing** participants' **demands** and **schedule**. Send the meeting invitation to **exchange content** in the settings.

