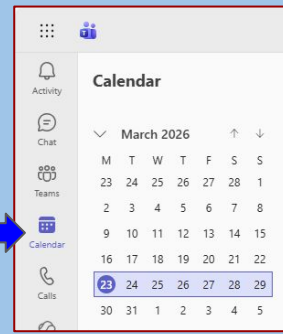
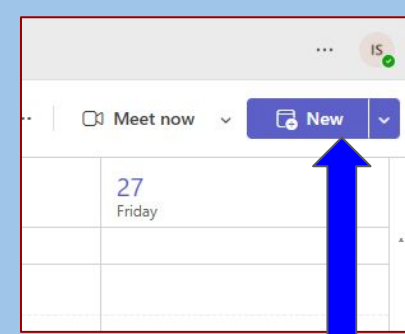


1. Open Microsoft Teams

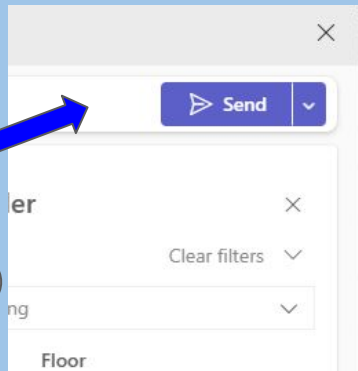


2. Go to calendar

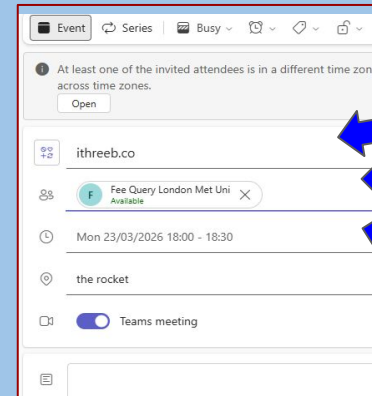


3. Click New Meetings

How To Create A New Microsoft Teams Meeting



7. Press Send



4. Add a Title

5. Add Participants

6. Set Time and Date