

How to Create a New Teams Meeting? Step-by-Step Workplace Guide

Microsoft Teams is a collaborative communication platform that enables scheduling and hosting of online meetings efficiently. Understanding how to create a Teams meeting ensures smooth coordination, improved productivity, and effective remote collaboration in professional environments.

Step-by-Step Process

1. Open Microsoft Teams

- Launch the Teams desktop app or visit <https://teams.microsoft.com> in your browser.
- Sign in using your work or institutional Microsoft 365 account.

2. Access the Calendar

- On the left-hand sidebar, click "Calendar."
- This displays your scheduled meetings and allows you to create new ones.

3. Select "New Meeting"

- In the top-right corner, click the "New Meeting" button.
- A meeting form will open.

4. Add Meeting Details

Fill in the required information:

- Title: Give your meeting a clear, professional title.
- Invitees: Enter participant email addresses.
- Date & Time: Choose start and end times.
- Description: Add meeting agenda or notes.

Tip: You can also choose "Does not repeat" or set recurrence (daily, weekly, etc.) for regular meetings.

5. Add a Channel or Location- This is optional.

- If the meeting is for a specific team/channel, select it to make the meeting visible to all members.
- Alternatively, leave blank to make it private.

6. Send the Invitation

- Once all details are correct, click "Send."
- The meeting invite will appear on your Teams calendar, and an Outlook invitation to all participants.

7. Join or Manage the Meeting

- When it's time, open the meeting from the calendar and click "Join."
- You can also edit, cancel, or share meeting links from the calendar.

Additional Tips

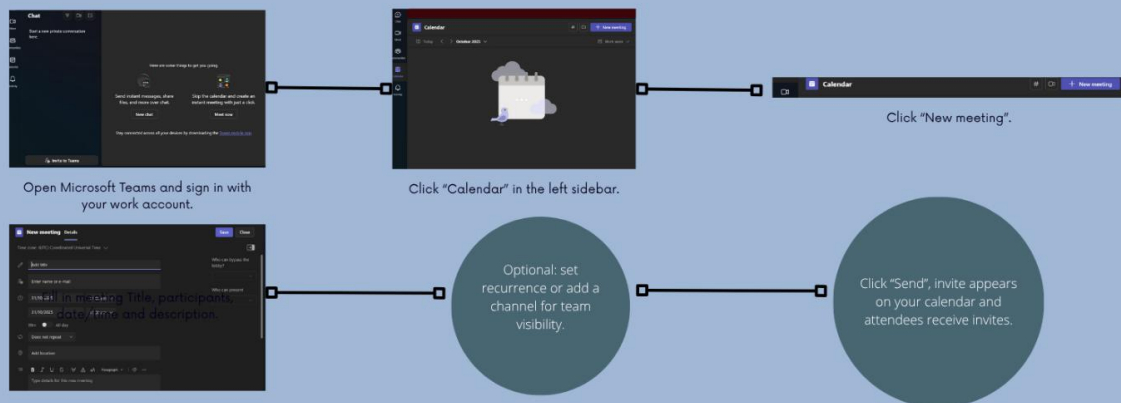


- Use "Meeting Options" to control who can present or record.
- Enable lobby settings for security.
- Record meetings via "Start Recording" if permitted.
- Share files and chat directly in the meeting.

Why It Matters?



Efficiently scheduling Teams meetings ensures seamless communication, saves time, and supports digital collaboration, a critical skill in today's hybrid workplaces.



Module: Digital Skills
Topic: How to Create a New Teams Meeting
Software Used: Canva