

How to create a new Microsoft Teams Meeting

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Assessment Task 2 - Digital Skills (LCLM4002)

Lecturer: Rejwan Bin Sulaiman - Digital Skills 2025/26

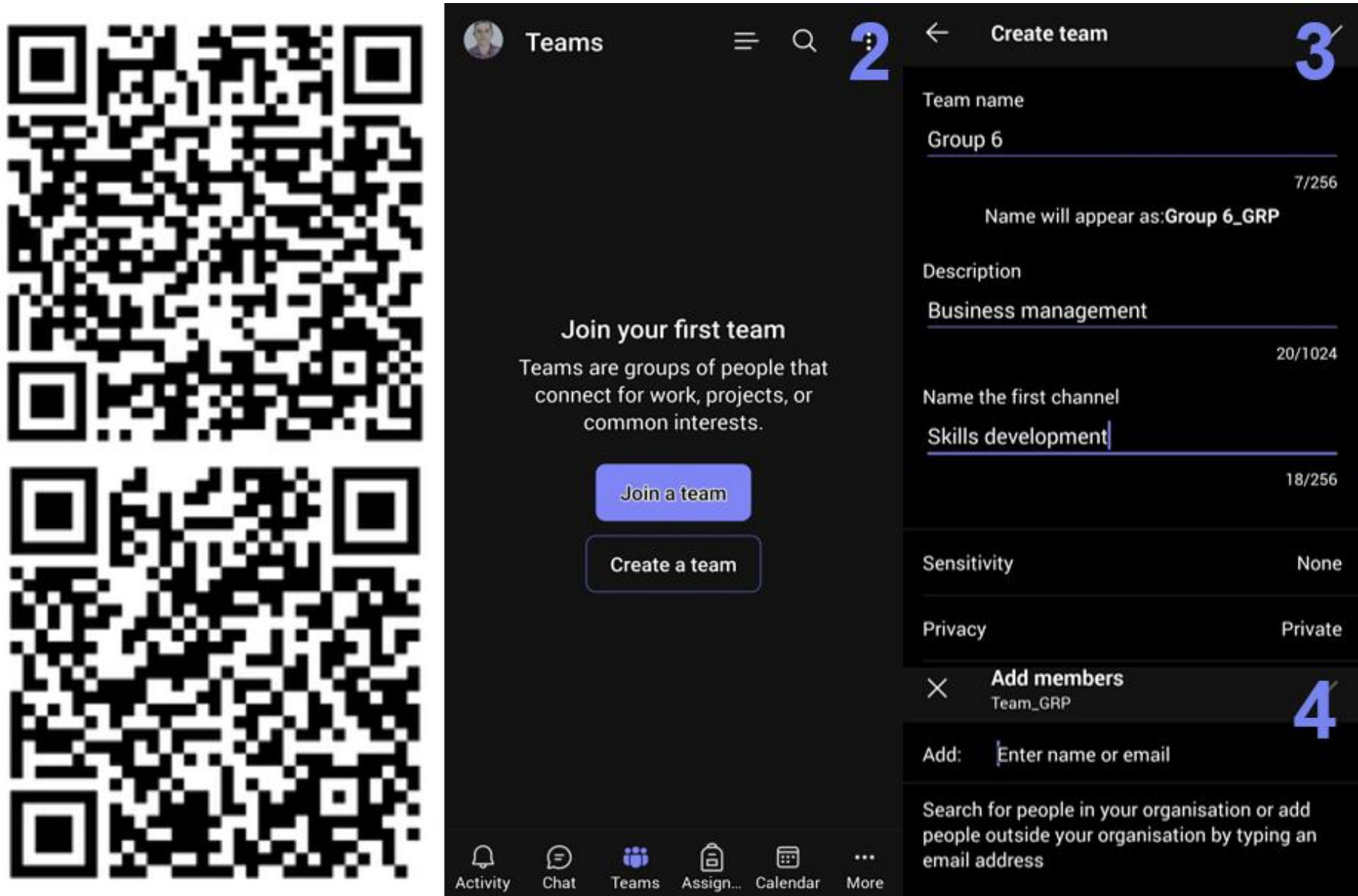
Get today the Microsoft Teams app and start to collaborate across many devices accessing and sharing your files securely, engage and communicate with teams and communities! Sign in with your company email and create your team or community following one of the methods displayed below.

On smartphone

1. Scan the QR code or download the mobile app from your store, install it and log in;
2. Look out for the Teams tab and create the new meeting;
3. Edit your Team name, description and name of the channel, setting appropriate level of sensitivity and privacy;
4. Add members from our company or new ones and start work together on multiple applications!

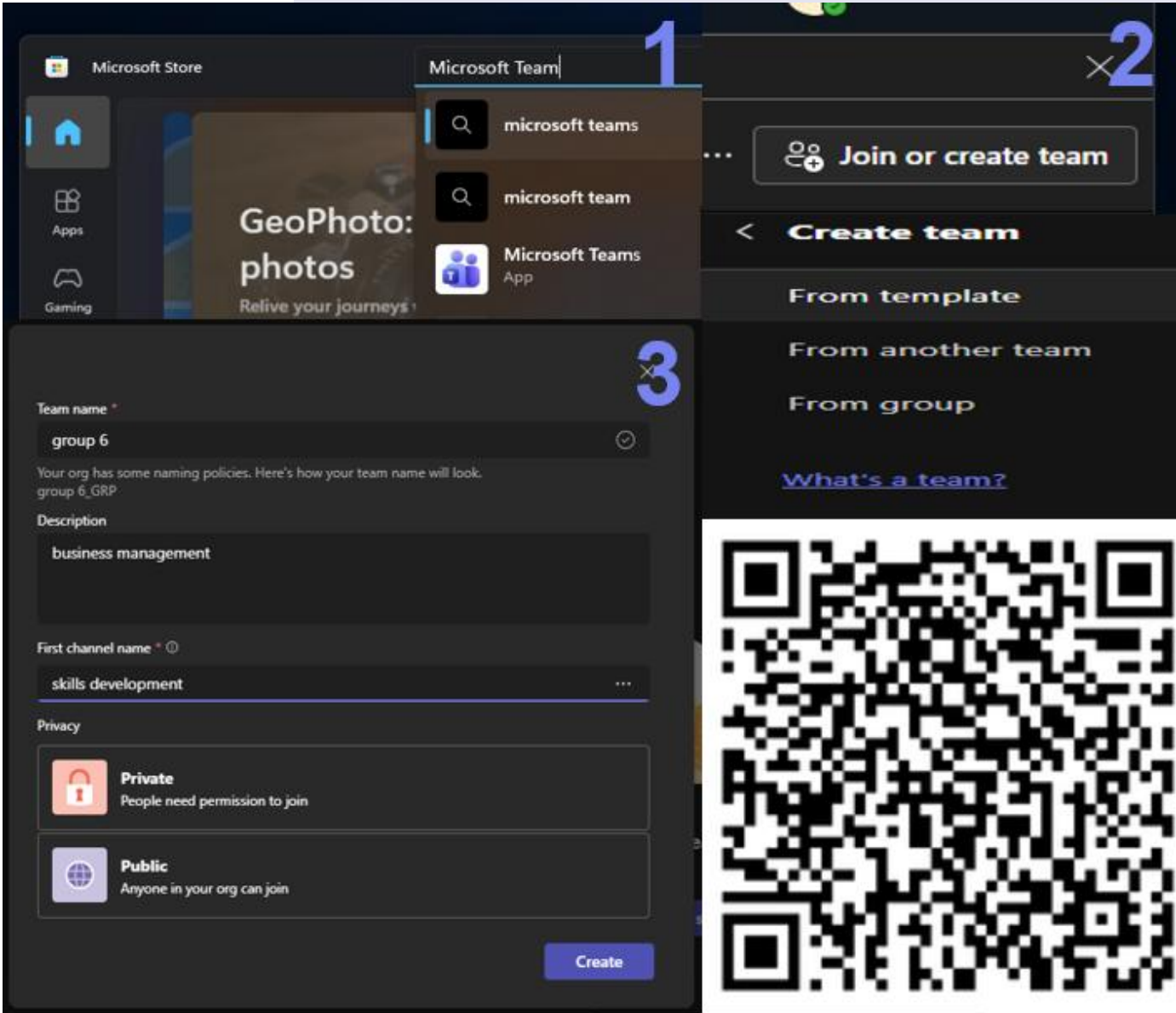
Play store

Apple store



On laptop or desktop PC

1. Scan the QR code or go on the Microsoft store and search for Microsoft Teams, install it and log in;
2. Find the Teams tab and just click on the button “join or create team” and choose your kind of team;
3. Add and modify name, description, channels and privacy;
4. Add members from our company or new ones and enjoy enhanced video conferences and virtual meetings!

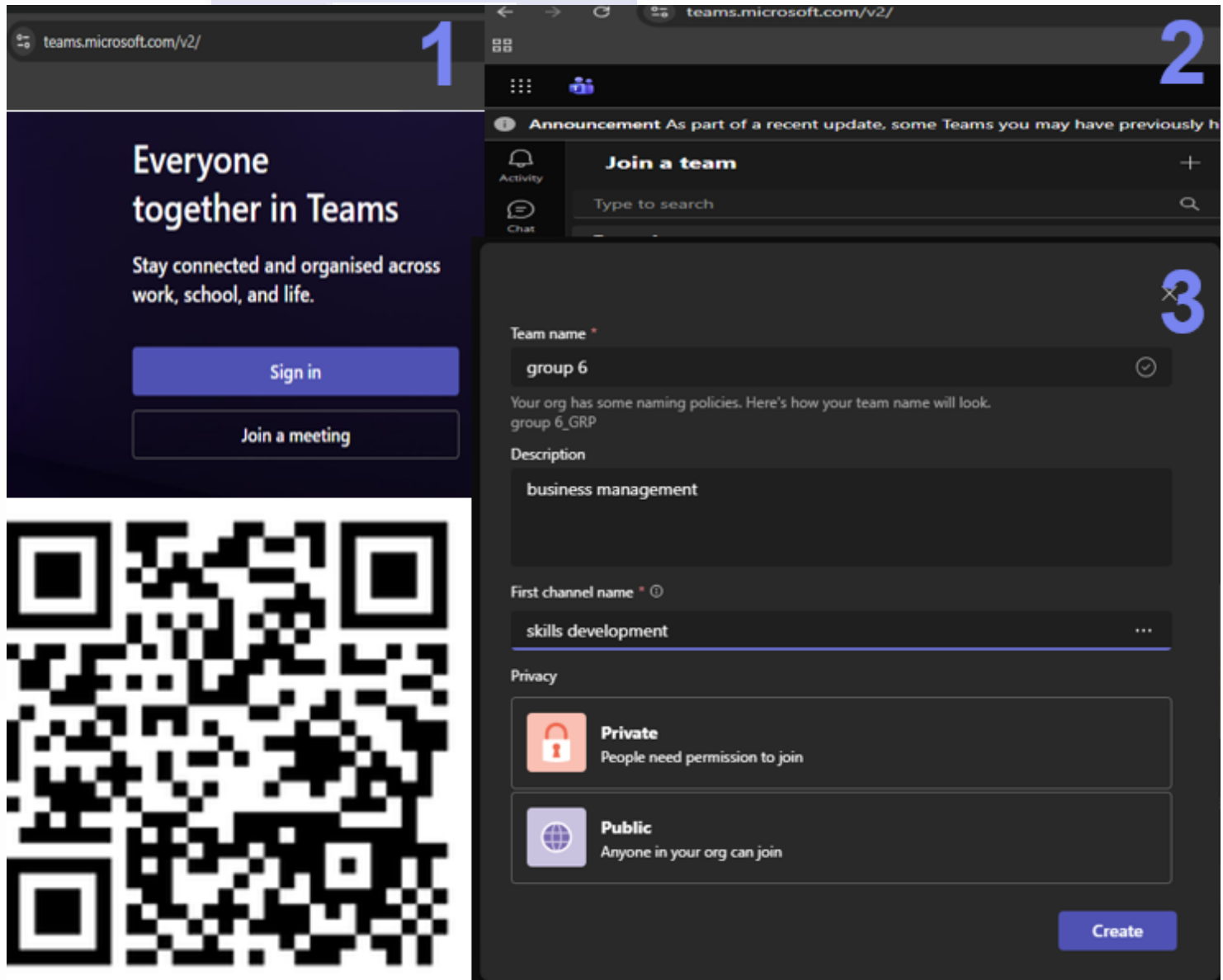


Microsoft store

On website

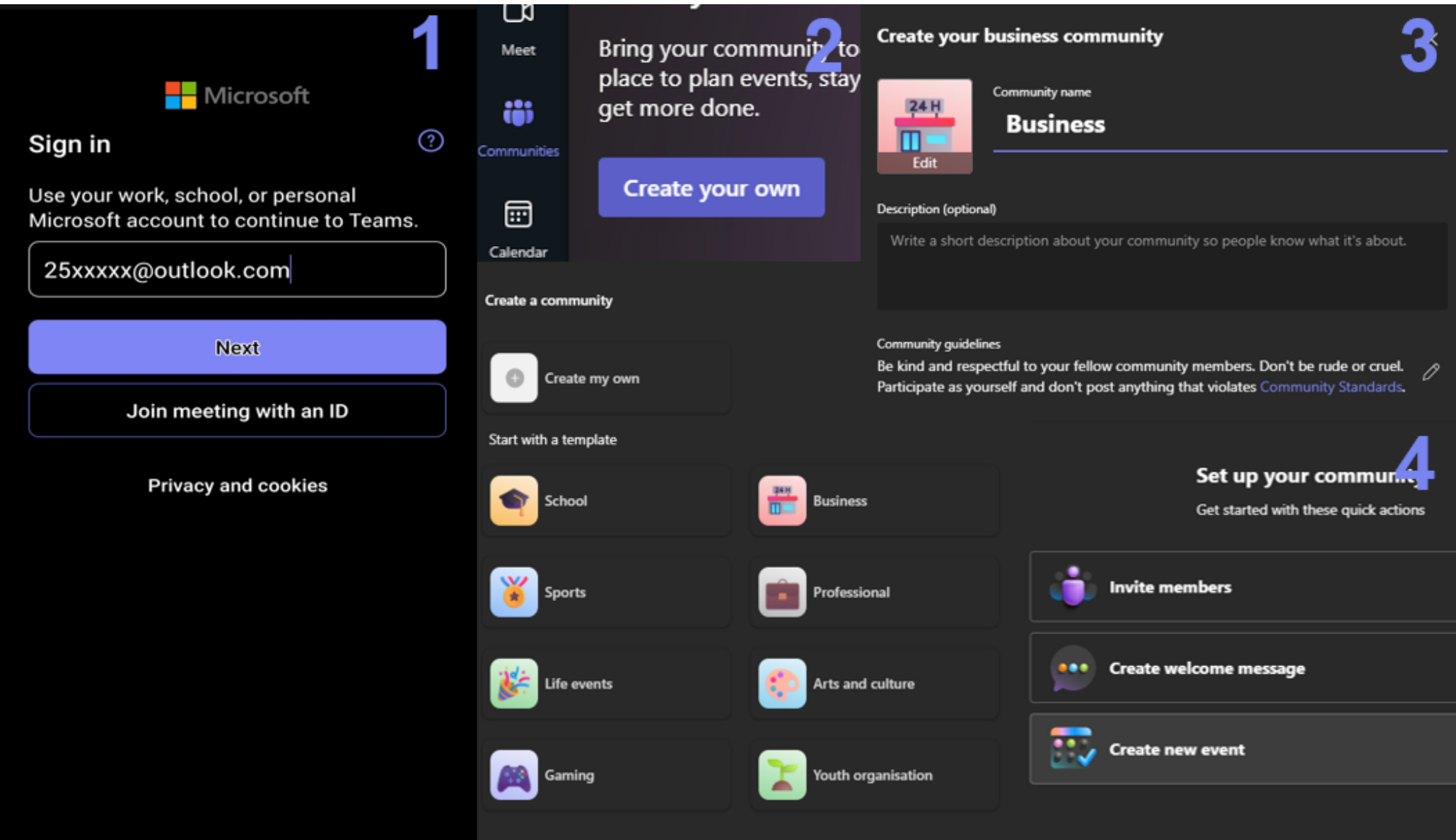
1. Scan the QR code or go in Microsoft Teams official website at <https://teams.microsoft.com/v2/> and log in;
2. Search in for the Teams tab on your left and click the symbol “+”;
3. Choose the kind of team, name, description, channels and privacy;
4. Add members from our company or new ones chatting, sharing media and files!

Microsoft Team



With personal free account

1. Sign in with one of your standard Microsoft accounts (Outlook.com, Skype or Xbox Live);
2. Once logged-in you will have a Communities tab on your left;
3. Create your own community defining nature and guidelines;
4. Invite members and make announcement, create events and much more!



Remember to use the integrated calendar in Microsoft Teams, you can easily schedule from there Teams meetings adding participants, sharing it to a channels when suits best to your team managing and syncing your company e-mail.

Acknowledgement: This poster was created using Microsoft Teams and Microsoft PowerPoint (Microsoft Corporation, 2025).

