

How to create new Teams meeting

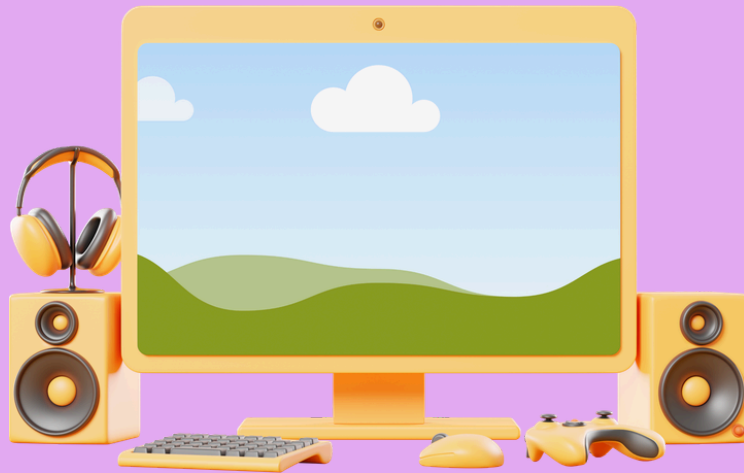
Open Teams. Launch
Microsoft Teams.
sign in to your account



GO TO CALENDAR

click Calendar (left sidebar)
select +New meeting (top right)

Generate meeting link - this link allows others join online



Add description
You can add agenda or notes
or attach files if needed

send invitation, click send
and participants receive an email invite with the link

PRO TIPS

mute microphone when not speaking

use camera for better engagement

use chat to share links or files

record meeting if needed

