

HOW TO CREATE A NEW TEAMS MEETING

Victor Baltatu
2511664

Lector's Name: Dr Kazeem Oseni

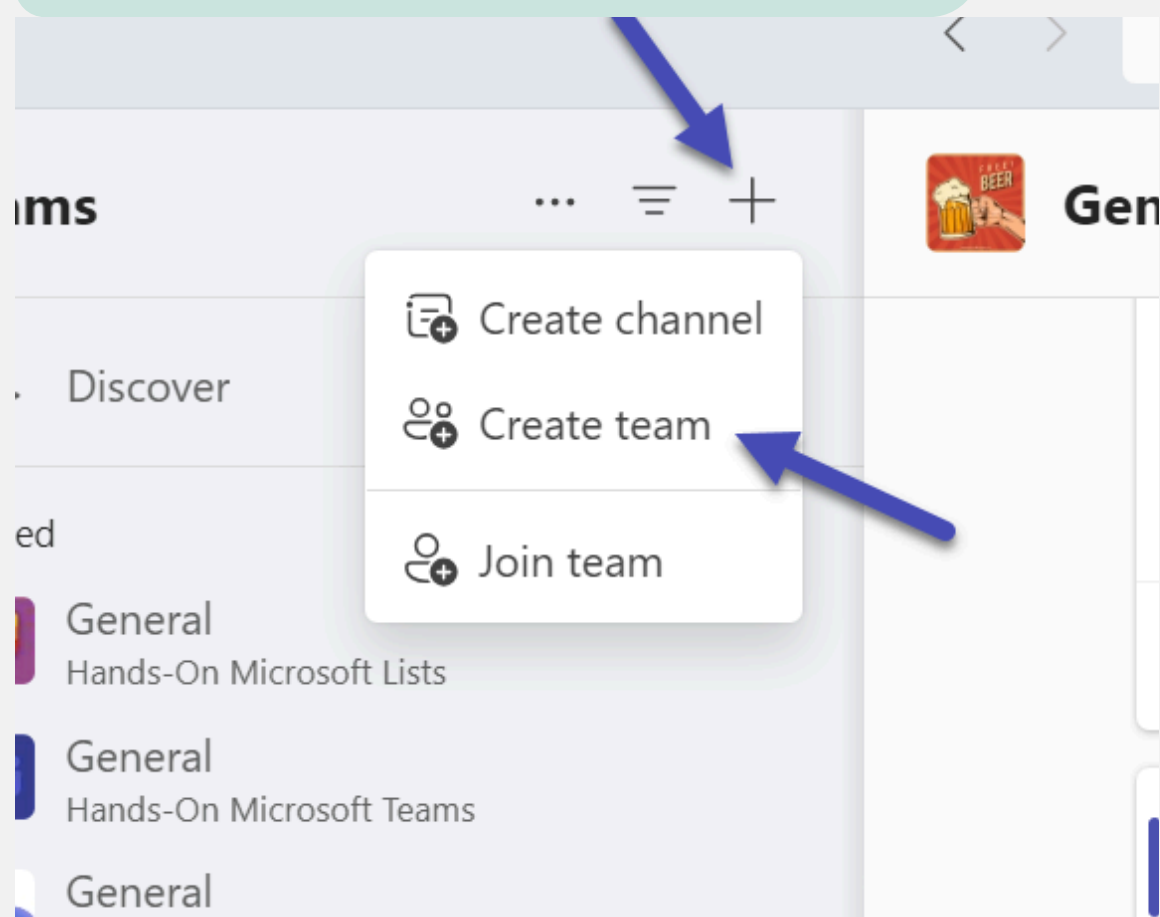


INTRODUCTION

This guide provides a straightforward, step-by-step walkthrough detailing exactly how to create and schedule a new meeting within Microsoft Teams.

STEP 2

Customize your meeting by writing a descriptive title under Give your meeting a title .

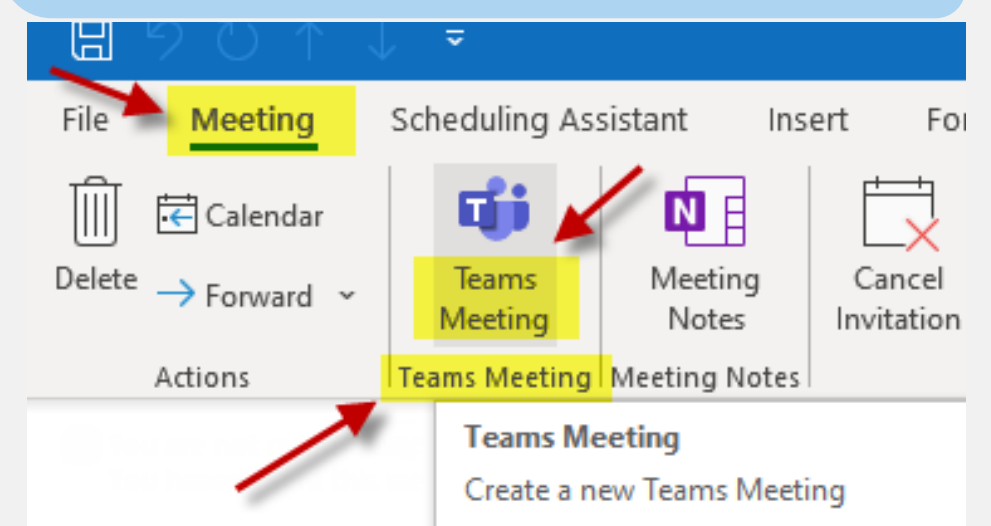


CONCLUSION

As demonstrated, scheduling a new meeting in Microsoft Teams is a quick and intuitive process.

STEP 1

In Microsoft Teams Free, go to the Meet tab and choose Create a meeting link .



STEP 3

Your meeting will appear under Meeting links where you can Join and Share link.

REFERENCES

Microsoft Suport (2025).
Availlebe at:
<https://support.microsoft.com>
(Accessed:18/11/2025).