



Microsoft Teams

# How To Create a New Teams Meeting

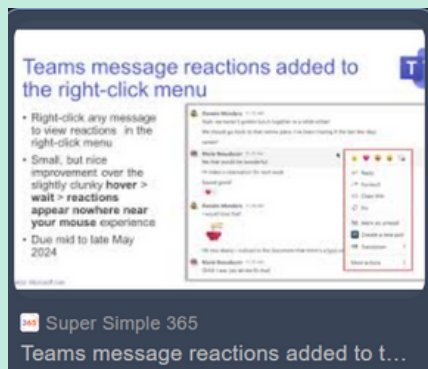


Microsoft Teams

Teams meeting is an online meeting, that allows people to connect through video, To chat and screen share from any location.

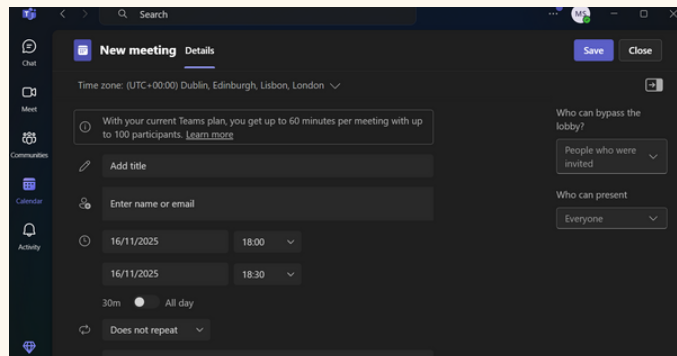
## 1 Open The Teams APP

Go to the Microsoft menu and click on the Teams app.

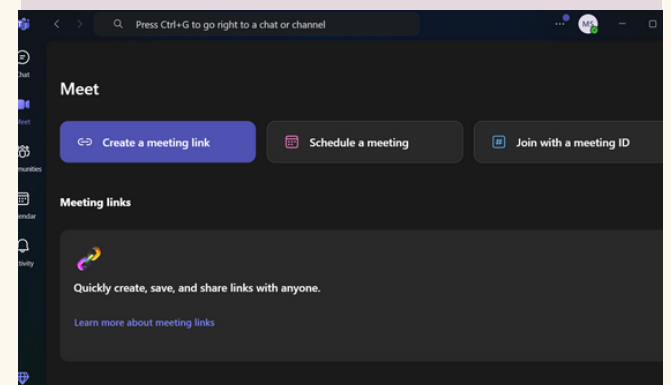


## 2 Go To Calendar

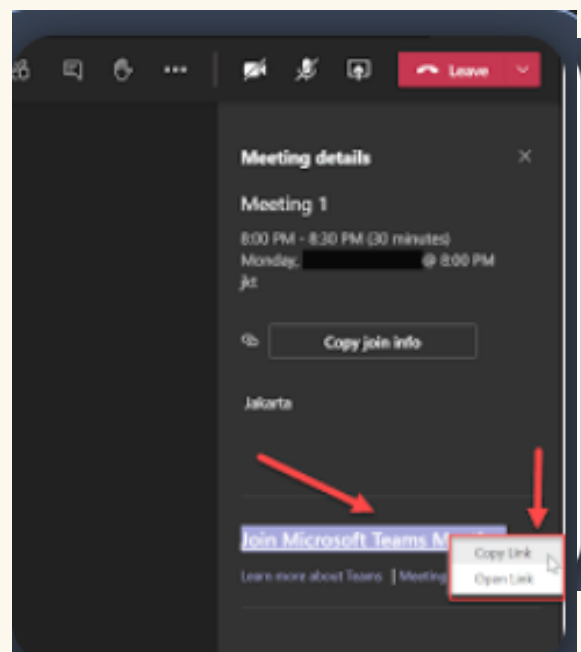
Click on calendar in the left side of the screen.



## 3 Click New Meeting



After select calendar you click new meeting.



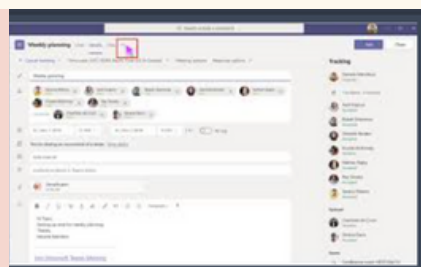
## 4 Teams Meeting "Link"

A Teams meeting link will automatically be added.

## 5 Add Meeting Details

Add the relevant information.

- Meeting title
- Attendees
- Date & time
- Location



## 6 Click 'Send'

To finalise click 'send' and your invitees will receive a meeting link.

