student name: ozmen kuntay

Student ID :2516437

Module: Digital Skills LCLM 4002

How to Create a

Teams Meeting

1

Open Microsoft Teams

Launch the Teams app on your desktop or visit teams.microsoft.com. Sign in with your university email and password.

DESKTOP OR BROWSER

2

Go to the Calendar

Click the Calendar icon in the left-hand sidebar. This syncs with your Outlook university calendar automatically.

3

Click "New Meeting"

In the top-right corner, click the + New Meeting button. A meeting creation form will open on the right side.

4

Fill in Meeting Details

Enter a title, add required attendees (by name or email), set the date & time, and optionally add a description.

INCLUDE ALL PARTICIPANTS

5

Choose a Channel (Optional)

For a class or group, select the relevant Team & Channel. This makes the meeting visible to all channel members.

6

Send & Share the Invite

Click Send to schedule. Attendees get a calendar invite with a Join link. Copy the link to share via email or chat.

🎉 MEETING CREATED!

💡 PRO TIPS

- Use Lobby settings to control who enters before the host joins
- Turn on Background Blur to keep your space private on video
- Click More Options at call start to enable recording
- Use 'Meet Now' for an instant meeting — no scheduling needed