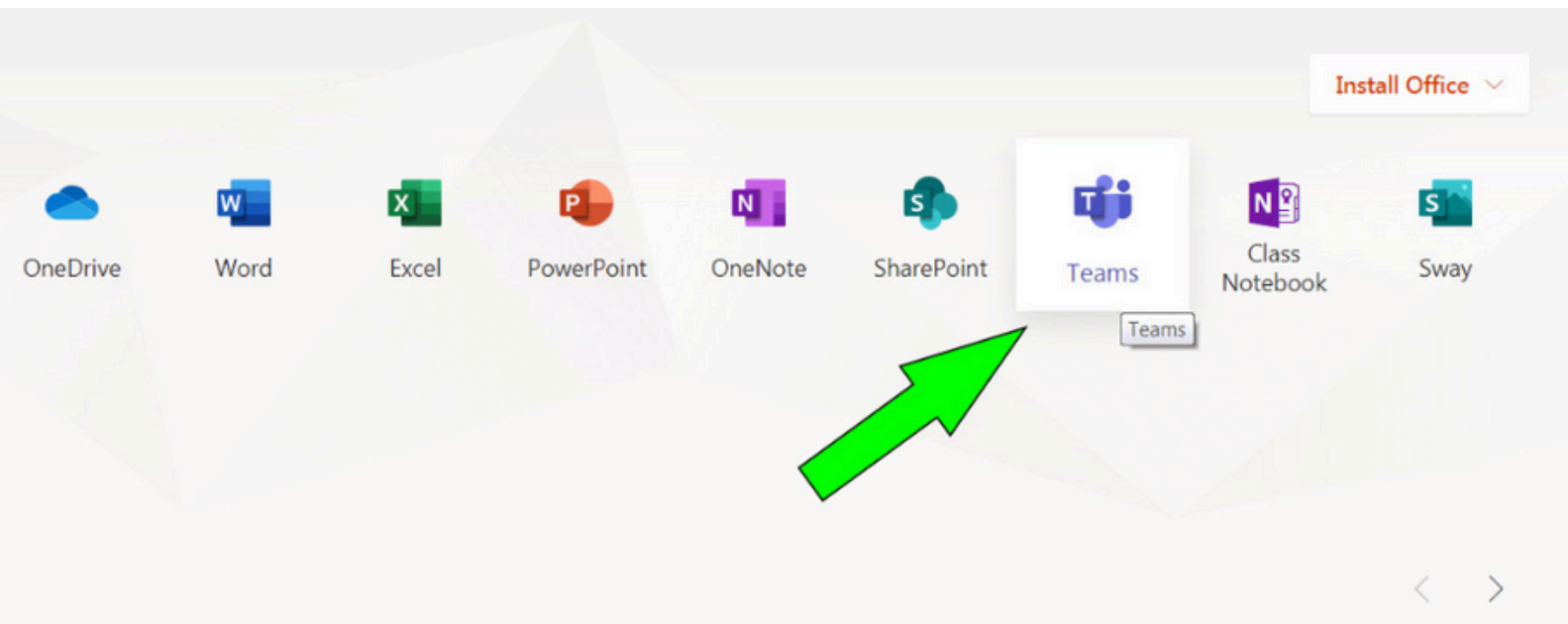


HOW TO CREATE A TEAMS MEETING



STEP 1

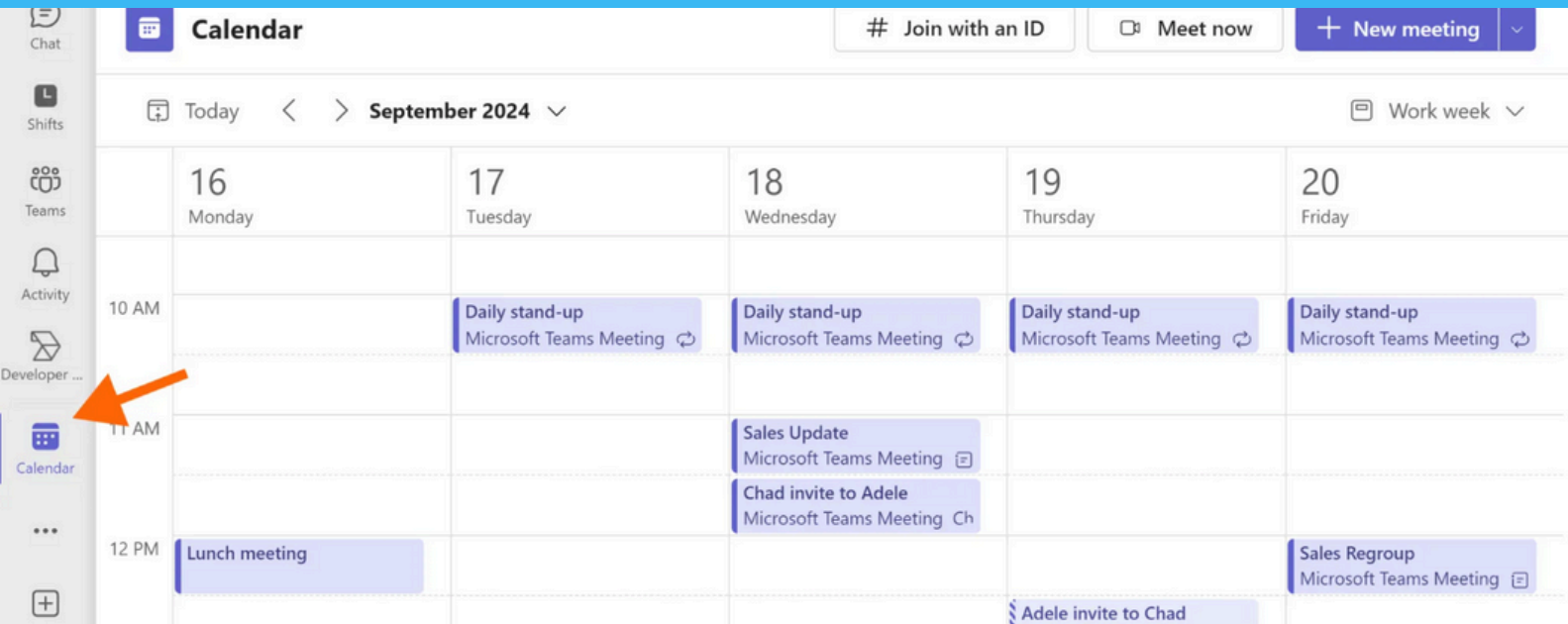
How to open a Microsoft Teams



To open Microsoft Teams, go to your desktop or start menu and click on the app.
If you're using the web version, go to <https://teams.microsoft.com> and sign in using your Microsoft account.
When Teams starts up, you'll see your Teams dashboard, which has your chats, calendar, and meetings.

STEP 2

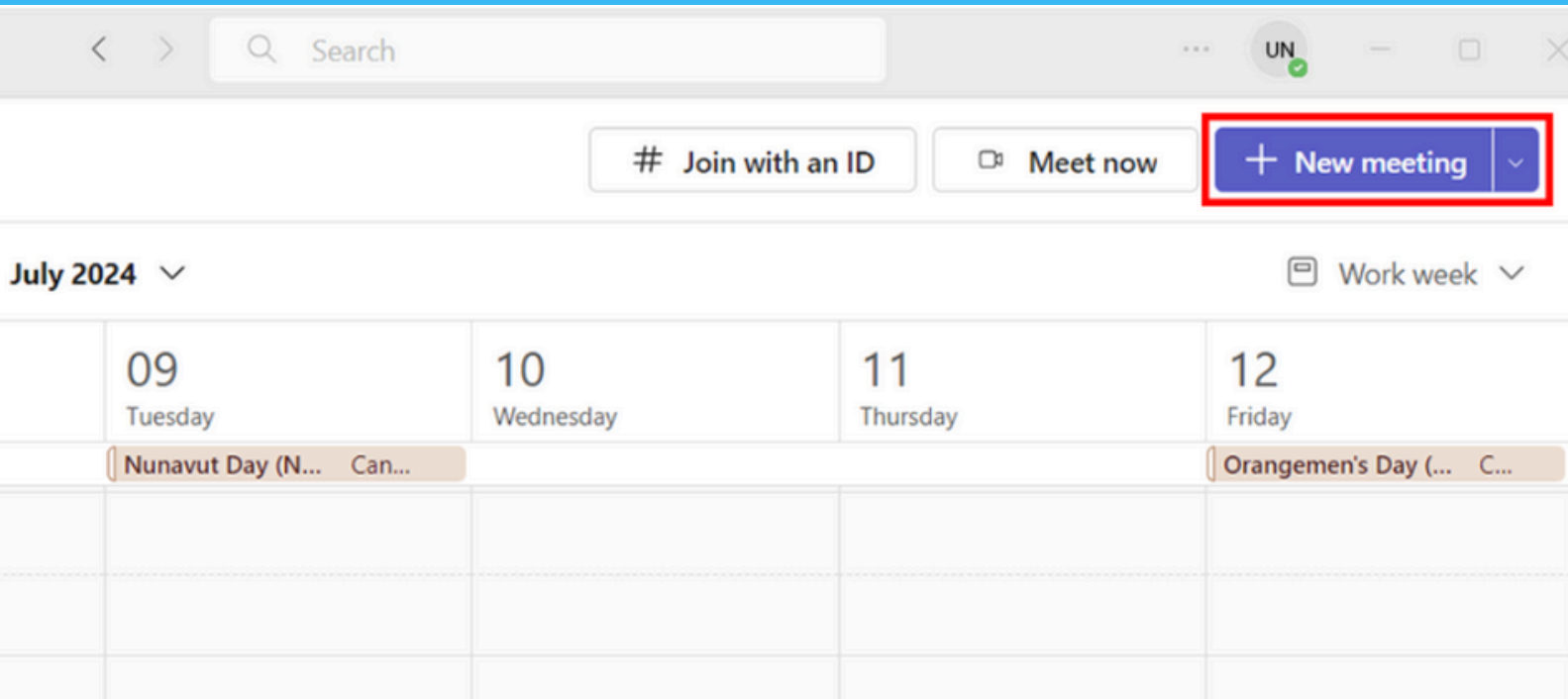
Go to the Calendar Tab



When you open Microsoft Teams, look at the navigation bar on the left side of the screen.
To see all of your upcoming meetings and set up new ones, click on the Calendar icon.
The calendar indicates what you have planned for each day and week, which makes it easier to figure out when to meet.

STEP 3

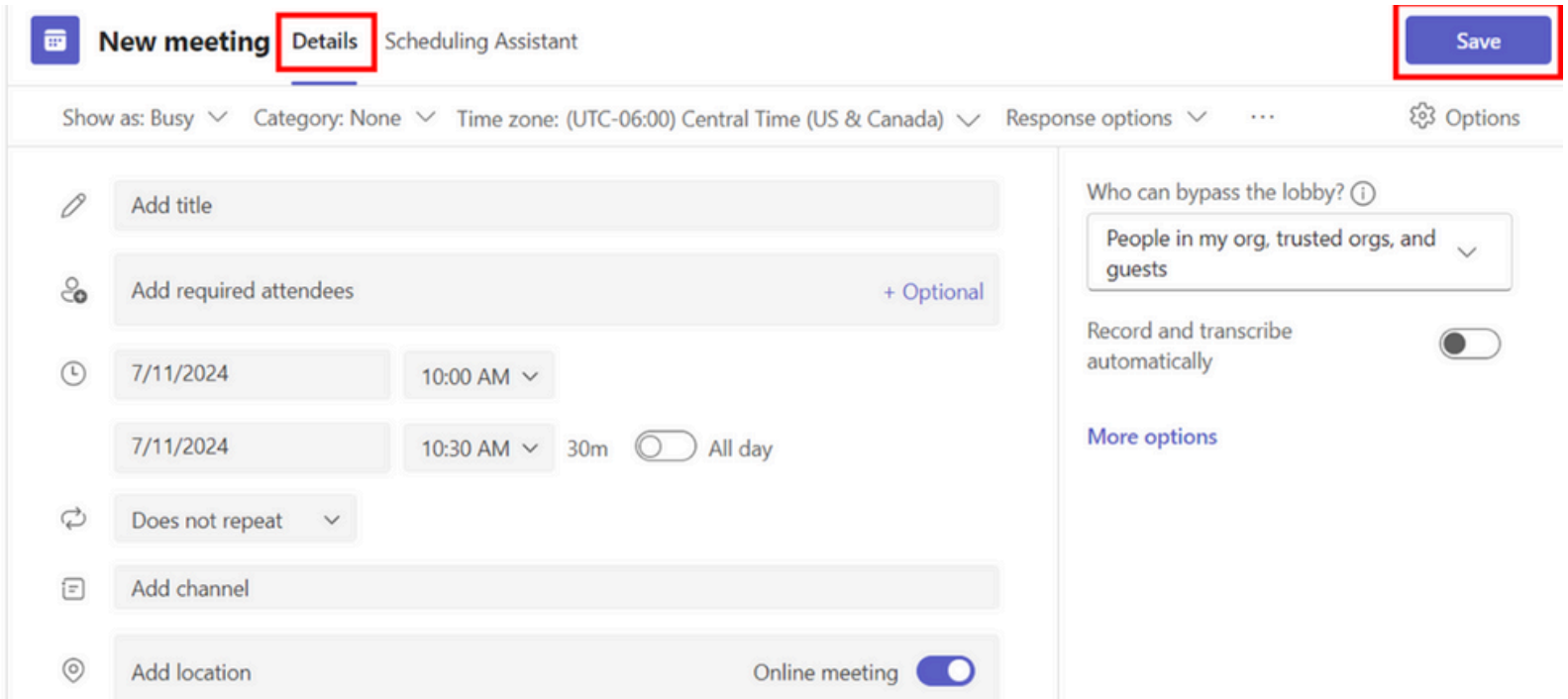
Click “New Meeting”



Click the "New Meeting" button in the upper right corner of the Calendar page.
A window will open that lets you set up the meeting. You can add the title, participants, date, time, and description of the meeting here.
You can also decide if your team meeting will be a Teams meeting online or a channel meeting.

STEP 4

Enter the meeting details and send



By default, the Details tab will initiate the new meeting. Include the meeting title, date and time, and attendees (these can be internal, external, or a whole Teams channel).
Include the title of the meeting, the date and time of the meeting, the number of attendees (which may include internal, external, or an entire Teams channel), and additional information in the details section.
Once the invitation is sent, attendees will be required to participate in the meeting.