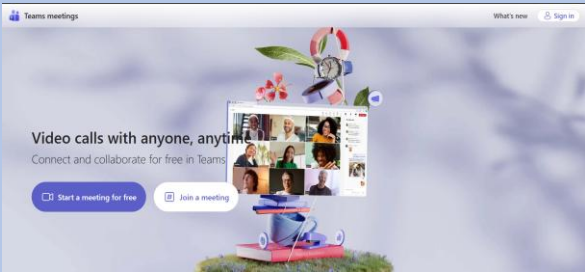


How to Create a Microsoft Teams Meeting

This poster shows how to schedule meetings in Microsoft Teams, allowing you to invite colleagues, share files, set reminders, and collaborate efficiently online. Following these steps will help you organize meetings smoothly and keep everyone informed and prepared.

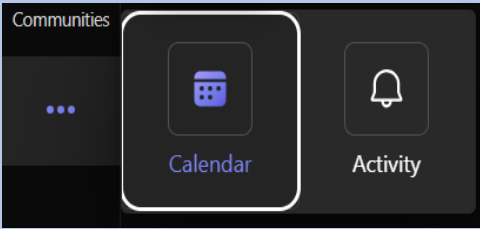
Step 1 - Open Microsoft Teams:

Begin by launching Microsoft teams on your computer. If not installed, Teams can also be accessed via your web browser at <https://teams.microsoft.com/>. Sign in using your work or organizational account. Once logged in, you will see the Teams dashboard with sections such as Activity, Chat, Teams, and Calendar. Make sure your Teams app is updated to the latest version to avoid any missing features. Opening Teams correctly ensures access to all scheduling tools, notifications, and file-sharing options.



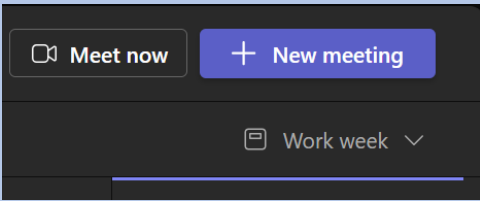
Step 2 - Go to the Calendar

On the left-hand menu inside Microsoft Teams, click the Calendar icon. This section shows all your upcoming meetings and events in a weekly or daily view. The Calendar view helps you organize your schedule and ensures that participants are not double-booked. As well as this, teams automatically syncs with Outlook, so the meetings created will appear on both platforms. The Calendar also makes it easy to check participants availability and plan meetings according to convenience, which is especially useful for teams working across multiple time zones.



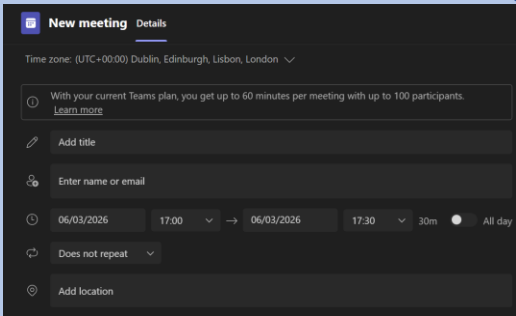
Step 3 - Click “New Meeting”

In the Calendar section, click the New Meeting button at the top right corner of the page. This will open a form where you can enter all the information for your meeting. The form has fields for the meeting title, participants, date, start and end time, and optional details like location or meeting notes. Clicking “New Meeting” starts the process of creating a professional and organized event that participants can easily join and track.



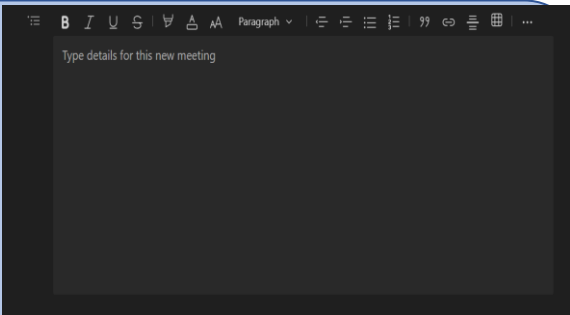
Step 4 - Enter Meeting Details

Type a clear title for your meeting and Include the names of participants by typing their email addresses or selecting them from the directory. Choose the date and start and end time of the meeting. You can also set a reminder for participants so no one misses the meeting. Adding clear details helps participants understand the purpose of the meeting so that they are well prepared before attending .



Step 5 - Add Additional Information

Here you can include a meeting description and attach relevant files, such as a project plan, presentation, or agenda, so individuals can review materials in advance. Including additional information reduces confusion and makes sure everyone arrives prepared. You can also add links to documents stored in Teams or SharePoint, so everyone has access to the most up-to-date files ready for the meeting .



Step 6 - Send the Meeting Invitation

After entering all the details, click Send. All invited participants will receive a notification and a link to join the meeting via their email. Sending the meeting invite helps participants schedule their time effectively and guarantees that everyone is informed and present at the meeting. By following these steps, you can create organized Microsoft Teams meetings that are efficient, collaborative, and effective for all participants keeping time and convenience in mind .

