



Figure 1: Microsoft Teams promotional image (Source: Microsoft, 2025)



Figure 2: A laptop, mobile phone and tablet blue screens (Source: iStockphoto, no date)

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### HOW TO CREATE A NEW TEAMS MEETING

- 1-Open Microsoft Teams and click on the calendar tab in the left-hand menu.
- 2-Click “New meeting” in the top-right corner.
- 3-Add a title for the meeting.
- 4-Select the date and time and choose if it’s an all-day event or if it repeats.
- 5-Add attendees by typing their names or email address in the “Add required attendees” field. You can also add an entire channel by typing the channel name.
- 6-Add a location if needed
- 7-Type any details, notes, or an agenda in the description box.
- 8-Click “send” to schedule the meeting and the invitation to all attendees.

#### References

1. Microsoft (2025) Microsoft Teams promotional image. [Online Image] Available at: <https://www.microsoft.com/en-gb/microsoft-teams/free> (Accessed: 21 October 2025).
2. Istockphoto (no date) A laptop, mobile phone and tablet with blue screens. [Online image] Available at: <https://www.istockphoto.com/photos/a-laptop-mobile-phone-and-tablet-with-blue-screens> (Accessed: 21 October 2025).