

HOW TO CREATE A NEW TEAMS MEETING

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Introduction

From search button type and search Microsoft Teams and click.

Open Ms Teams calendar

From the left menu click on Calendar.



P1)

Create meeting

Click on + new meeting button on the right corner.



P2)

Add meeting details

Title, attendees, time and date.

Reference



P3)

Save

Save and send, the attendees will receive the invitation via email and will be added to their calendar.



P4)

P1)<https://isnews.stir.ac.uk/2020/03/08/meetings-in-ms-teams/>

P2)https://www.flaticon.com/free-icon/teams_906349

P3)https://teams.handsontek.net/2025/07/01/whats-new-microsoft-teams-june-2025/#google_vignette

P4) <https://www.microsoft.com/en-us/microsoft-teams/join-a-meeting>