

Book a Microsoft Teams Meeting.

What You Need

- Microsoft Teams account
- Internet connection
- Calendar access
- (optional) Meeting participant's email addresses



Using Microsoft Teams Meetings can be helpful in the following ways:

- Easy collaboration
- Automatic calendar invitations
- Conference calls with video and/or audio.
- Screen sharing
- Chat during meetings
- File sharing

Steps

Step 1 – Open Microsoft Teams

Open the Microsoft Teams application on your computer or in the Web app.

📌 Click on Calendar on the left menu.

Step 2: Create a New Meeting

In the top right corner, click on New Meeting.

A window to display the information about the meeting that will be held will appear.

Step 3 – Add Meeting Details

Fill out Meeting information:

Meeting title

Required attendees

Date

Start time

End time

Meeting location (optional)

Description of the meeting or the agenda of the meeting.

✓ Check all information before sending.

Step 4 – Add Participants

Enter the names and/or email addresses of the individuals you'll be inviting.

Teams will automatically seek to search users in your organisation.

Step 5 – Save and Send

Click Send.

The meeting invitation will automatically get added to:

✓ Your Teams Calendar

✓ Microsoft Outlook Calendar

✓ Invitees' calendars



Helpful Tips

To use clear meeting titles.

💡 Make an agenda available in the description.

Where possible, plan ahead for meetings.

Note: Confirm the meeting time & time zone.

💡 Add any important papers prior to sending the invitation.

Common Mistakes to Avoid

✗ Not inviting participants to the meeting

✗ Incorrect meeting date.

✗ Empty meeting name

✗ Not writing the purpose of the meeting

✗ Scheduling overlapping meetings



Quick Checklist

☐ Open Teams

☐ Select Calendar

☐ Click New Meeting

☐ Enter meeting details

☐ Add attendees

☐ Review information

☐ Click Send