

HOW TO CREATE A NEW TEAMS MEETING

04

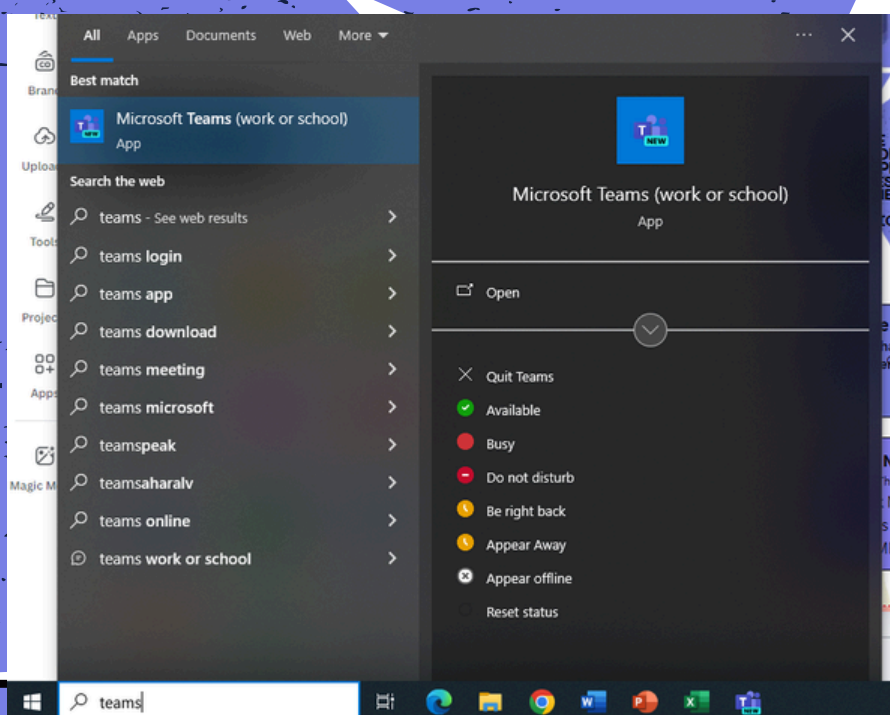
FILL YOUR MEETING DETAILS YOU WILL SEE A FORM. Add:

Meeting Title

Invite people (tap their names or email addresses)

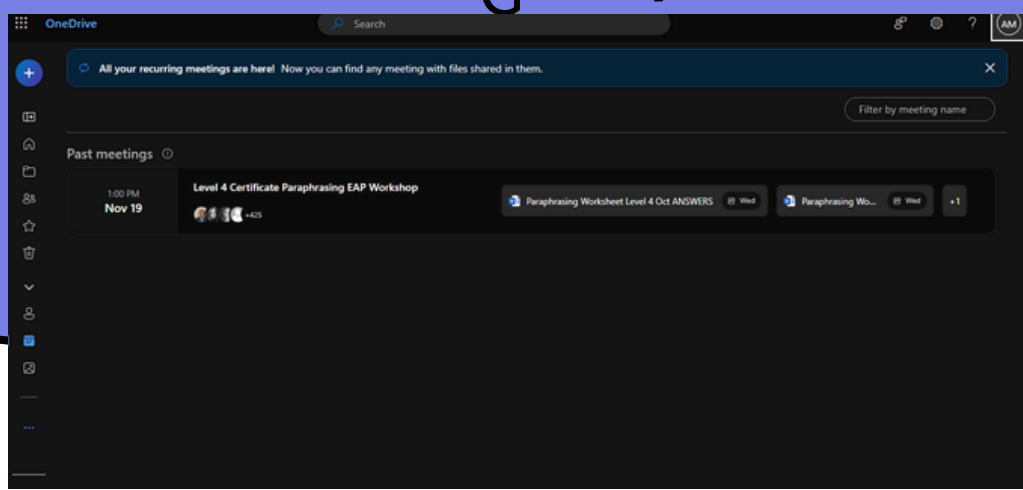
01

OPEN THE MICROSOFT TEAMS APP (USE A DESKTOP APP OR THE WEB VERSION TEAMS.MICROSOFT.COM)



02

Go to the Calendar (On the left-hand menu,click Calendar)

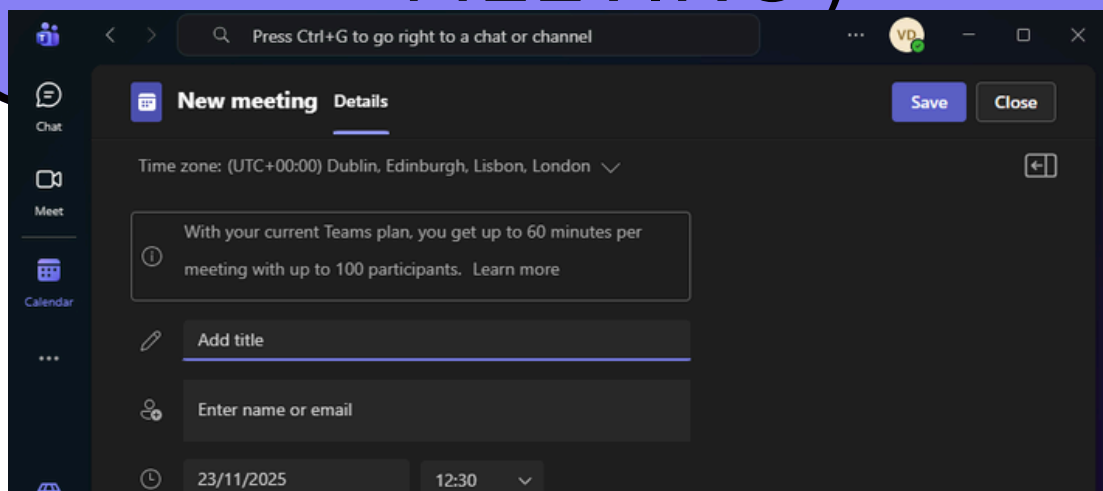


03

Click “New Meeting”

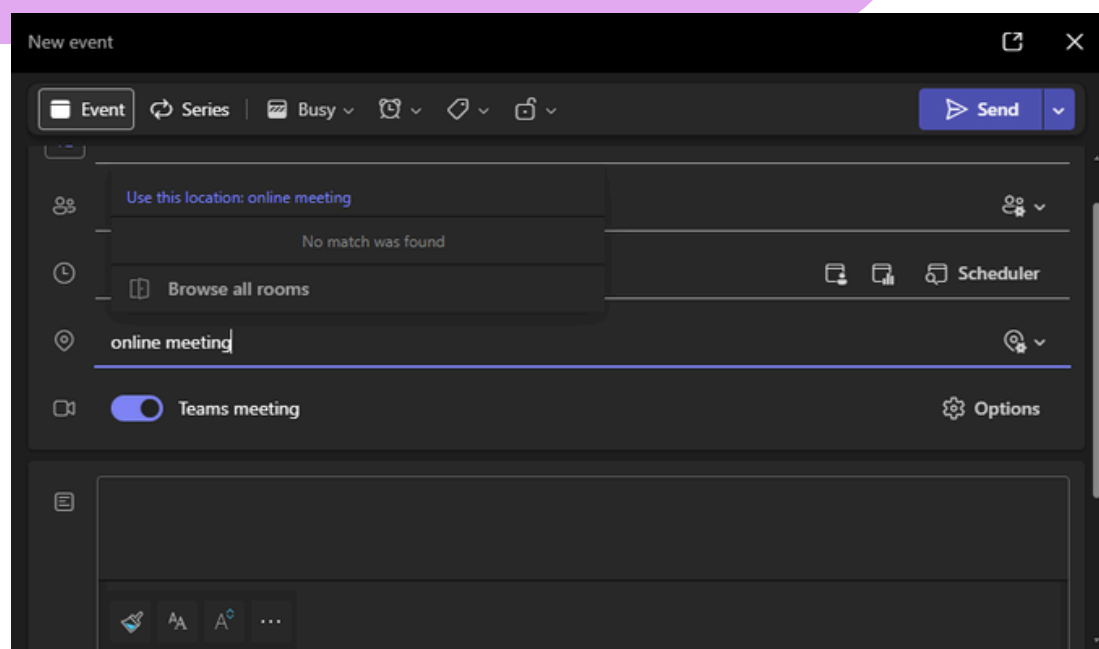
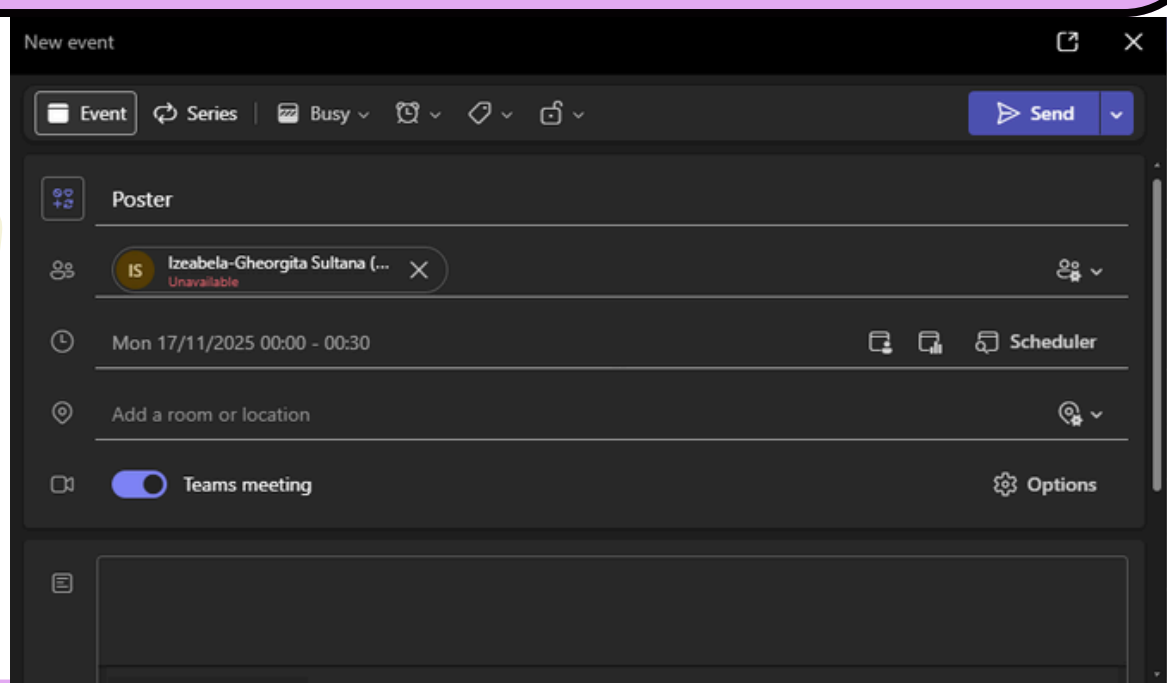
(Look At The Top-Right Corner)

(Click New meeting, sometimes called SCHEDULE MEETING)



Choose if the meeting is Online only (default) In a channel (optional– if you want a whole Teams channel to attend)

05



06

Click “Save” or “Send”

Everyone invited will receive Teams meeting link automatically

