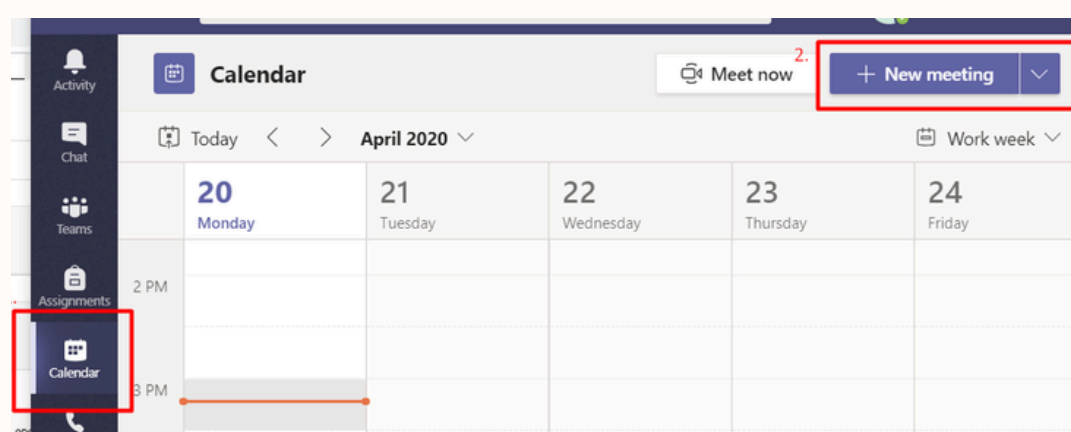


CREATE A TEAMS MEETING

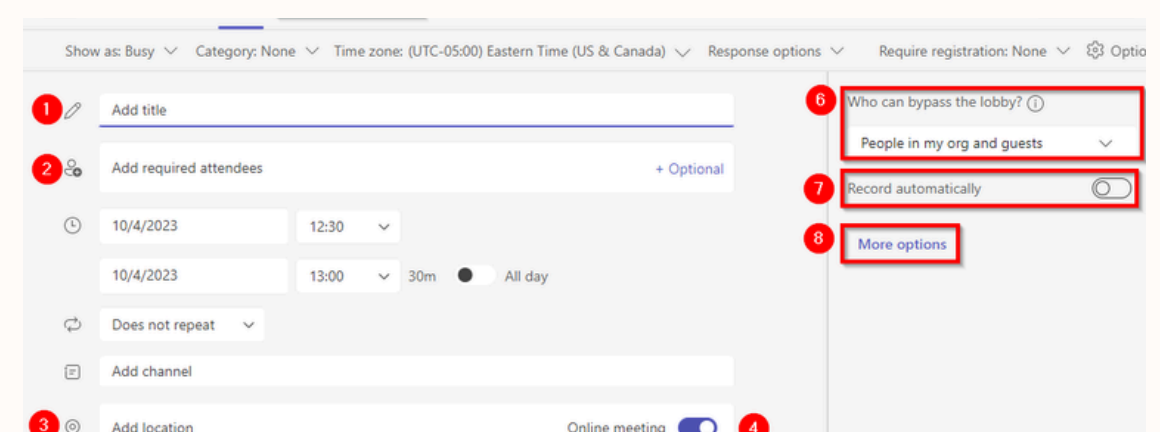
OPEN CALENDAR IN TEAMS

Step 1: Open Calendar in Teams
Open Microsoft Teams
Click Calendar on the left side
Click "New meeting"



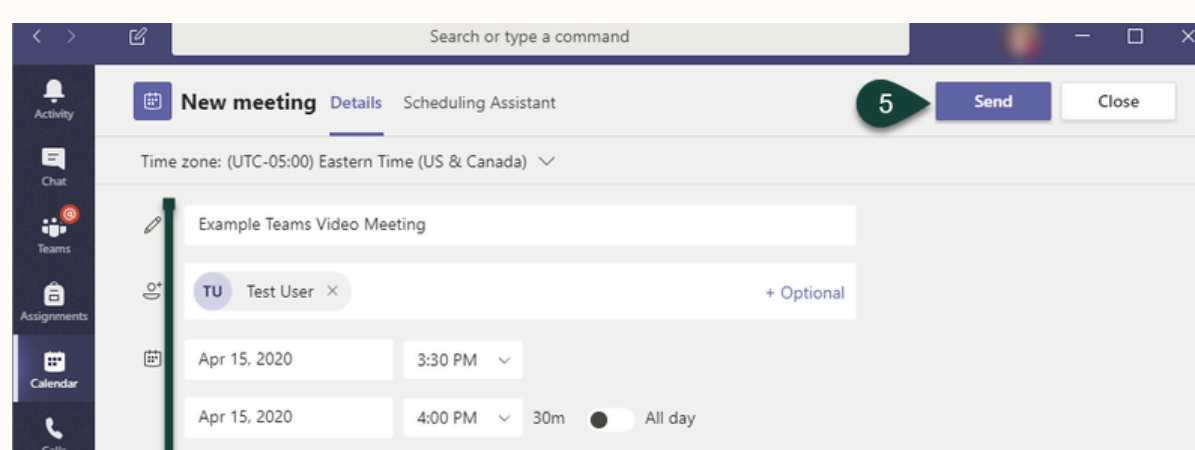
FILL IN MEETING DETAILS

Step 2: Fill in meeting details
Now a meeting form will open.
Add Title (meeting name)
Add Attendees (type names or emails)
Set Date & Time
Add Description (optional)



SAVE / SEND INVITATION

Step 3: Save / Send invitation
Click Save or Send
Everyone will receive an invitation link
The meeting is now created!
Your paragraph text



SPONTANEOUS MEETING

Step 3: Save / Send invitation
Click Save or Send
Everyone will receive an invitation link
The meeting is now created!

