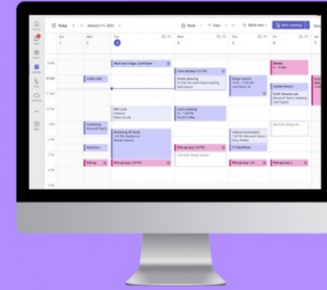


How to Create a New Teams Meeting

On a Laptop



Step 1 - Open Microsoft Teams

Step 2 - Click on Calendar (left-hand side)

Step 3 - Click “New meeting” (top right)

Step 4 - Fill in the details:

- **Title (e.g. Team Meeting)**
- **Add attendees (email addresses)**
- **Date & time**
- **Optional: Add a description**

Step 5 - Click Save



Why don't you Give it Try!

If you need Further assistance please dont hesitate to contact me on
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