

HOW TO CREATE NEW TEAMS MEETING



Step 1: First: sign in



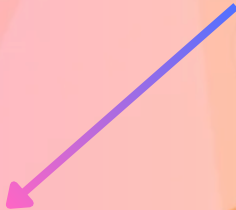
In



Step 2:
Go to calendar
and select new
meeting which is
at the top right



FOUR



Step 3:
Student Council meeting
Conference Room 501



EASY

Step 4:
Enter a title and
select the name of
the candidates of
who you would like
to add to the
meeting



STEPS



MEETING

find out more at:
www.sillywantychannty.com
(by Ma.Corazon)