



Microsoft Teams

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How to Create a New Teams Meeting



What is Microsoft Teams?

Teams helps people stay connected and work together easily from anywhere

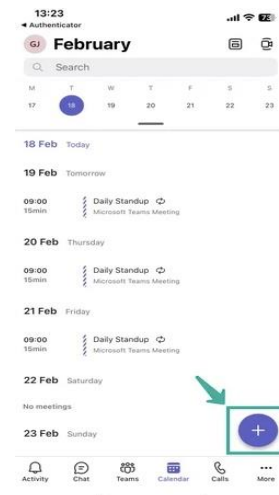
Connect and collaborate



You can schedule a new Teams meeting in just a few clicks, either through the **Teams mobile app** or the **desktop app**

Mobile

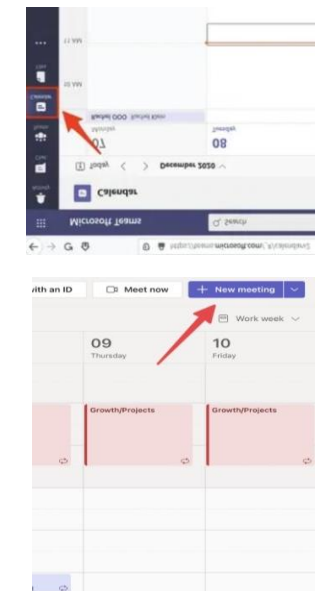
- 1 Open the Teams mobile app
- 2 Tap **Calendar**
- 3 Tap **New Meeting**
- 4 Add **Title** (e.g. Assessment Q&A)
- 5 Add **Participants**
- 6 **Date & time**
- 7 **Location** (optional)
- 8 **Description**
- 9 Tap **Done** to **Send** the invite



To do so, download **Teams** on

Desktop

- 1 Open Microsoft Teams
- 2 Go to **Calendar** (on the left side of the Teams)
- 3 Select **New Meeting** (top right)
- 4 Add **Title** (e.g. Digital Skills Q&A)
- 5 Invite **Attendees** (optional)
- 6 Add **Date & time**
- 7 **Location** (virtual or in-person)
- 8 **Description/agenda** (optional)
- 9 Select **Save** (the invite will send automatically)



Tips



- Schedule to allow breaks between back-to-back meetings
- Check your time zone before sending invites

References: <https://support.microsoft.com/en-us/office/schedule-a-meeting-in-microsoft-teams-943507a9-8583-4c58-b5d2-8ec8265e04e5>
(Accessed 1 November 2025)