

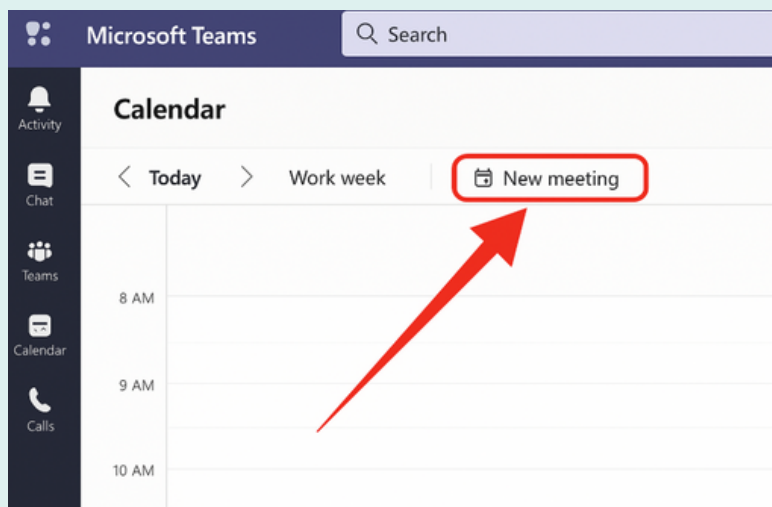


HOW TO CREATE A NEW TEAMS MEETING?

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INTRODUCTION

Hello, my name is Markus Davids and today im going to show step by step on how you can create a new teams.

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STEP 1

- Open Microsoft Teams.
- Click Calendar on the left sidebar.
- Click New meeting (top-right) or click and drag on the calendar to choose a time.



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STEP 2

Fill in meeting details:

- Title (what the meeting is about).
- Required attendees (type names or email addresses).
- Date & time (and time zone if needed).
- Location (leave blank or set a physical room; Teams link is automatic)..

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STEP 3

- Add a Channel to post the meeting in a specific Team (attendees who are members of that channel will see it).
- Set Recurrence (if the meeting happens daily/weekly/etc).
- Use Scheduling assistant to find a time that works for invitees .
- Click Send. Attendees get the invite with the Teams "Join" link

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REFERENCES

<https://tcmi.edu/guides/software-and-apps/teams/schedule-a-meeting-in-teams-step-by-step/>

<https://support.microsoft.com/en-us/office/create-a-meeting-in-microsoft-teams-free-eb571219-517b-49bf-afe1-4fff091efa85>