

How to create a new Teams meeting

Microsoft teams allows people to e-meet whenever they want, it also allows you to share your screen and present to a large audience. Here are three ways for you to start a video call with a colleague:

From Outlook Calendar

Open the outlook calendar either on desktop or a web browser like google chrome.

Click New Meeting or New Event

Click the Teams Meeting button and you can see a small Teams logo. This automatically adds a Teams meeting link.

At this stage you can add:

- Title
- Participants
- Date and time
- Description or agenda

When this link is created, you can share with more participants and allow them to share it with more people.

From Microsoft Teams App

First, open the Teams app. Then go to the Calendar tab on the left.

Select **New Meeting** upper-right corner

This is very similar to the outlook version, it allows you to share with a channel if you want it to be tied to a specific team, but that is optional.

Fill in:

- Title
- Attendees
- Date and time
- Description

When this link is created, you can share with more participants and allow them to share it with more people.

Instant Meeting

If you are on Microsoft Teams you can either send text your contacts or call them.

From calendar click **meet now**

You can choose whether to name the meeting or **start** immediately.

Once the meeting starts, click Copy meeting link to share it manually.

When this link is created, you can share with more participants and allow them to share it with more people.