

HOW TO CREATE A NEW TEAMS MEETING



Student Name: Samba TRAORE

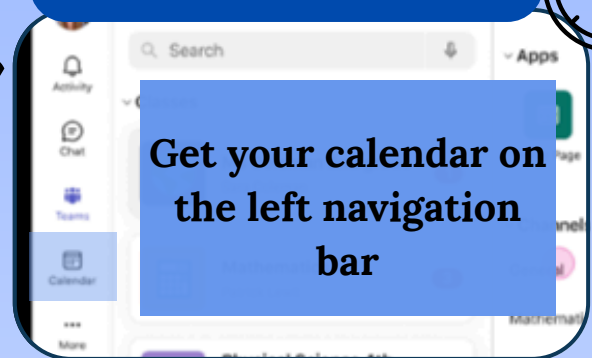
STEP - BY - STEP GUIDE

1. OPEN MICROSOFT TEAMS



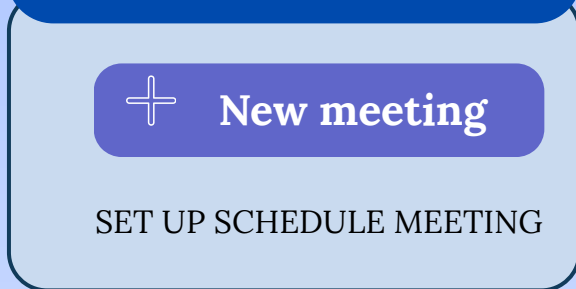
Find and launch the application

2. GO TO THE CALENDAR



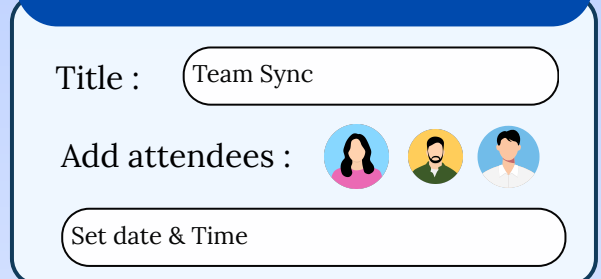
Click on the button to launch a new entry

3. CHOOSE "NEW MEETING"



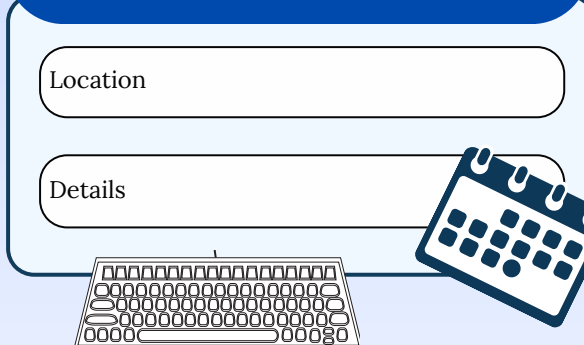
Put your name, invite people, and schedule time meeting

4. ADD MEETING DETAILS



Add a room or type an agenda

5. PUT LOCATION (OPTIONNAL) AND DESCRIPTION



Review and send invitation

6. PRESS "SEND"

