

How to start a new microsoft teams meeting by following these easy 7 simple steps:



1 step 1
open up microsoft teams and in the left hand menu click “calendar”

2 step 2
at the top right click “new meeting”

3 step 3
Enter your title for the meeting

4 step 4
Set the desired date and time, and choose to make it a recurring meeting if needed

5 Step 5
Add required attendees by typing their names or email addresses. You can also add an optional channel to notify all members of that channel

6 Step 6
Add Add other relevant details in the description

7 Step 7
Click Send to schedule the meeting. The invitation will appear on your Teams and Outlook calendars

Microsoft fun fact!

did you know Microsoft Teams is available in more than 50 languages and is used in over 190 countries around the world? In addition to messaging and video calls, Microsoft Teams also offers virtual backgrounds, live captions, and the ability to record and transcribe meetings



Microsoft fun fact!

Key products:
The company is known for Windows, its operating system that dominates the personal computer market, and the Microsoft Office suite, which includes programs like Word and Excel. Other major products include the Xbox gaming console and Microsoft Azure, its cloud computing service

Microsoft fun fact!

Microsoft was founded by Bill Gates and Paul Allen in 1975 to create and sell BASIC interpreters. Today, it is a multinational technology corporation headquartered in Redmond, Washington, that has grown to employ over 228,000 people worldwide

