



—HOW TO CREATE A NEW TEAMS MEETING?



What is Microsoft Teams?

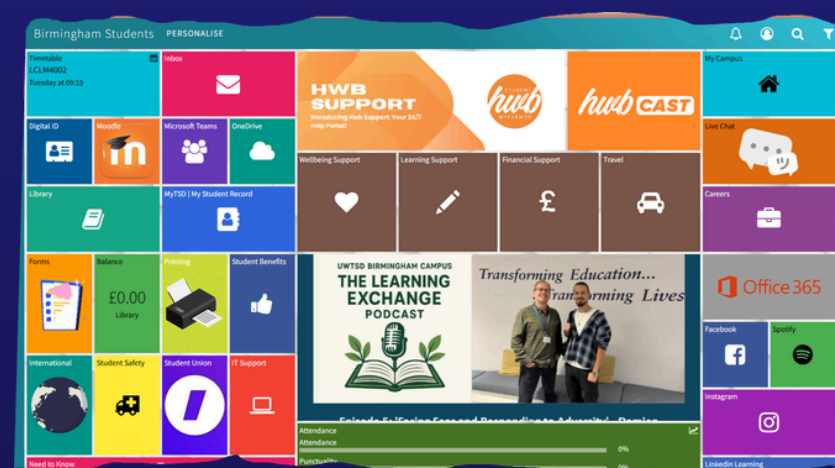
Microsoft Teams is a platform used for collaboration which was developed by Microsoft. As Microsoft 365 being a part of it, This offers a variety of features such as: workspace chat, video conferencing, file storage. Teams gradually replaces early Microsoft messages and collaboration platforms

STEP-BY-STEP-IN-HOW-TO-CREATE-A-NEW-MEETING-IN-TEAMS-:

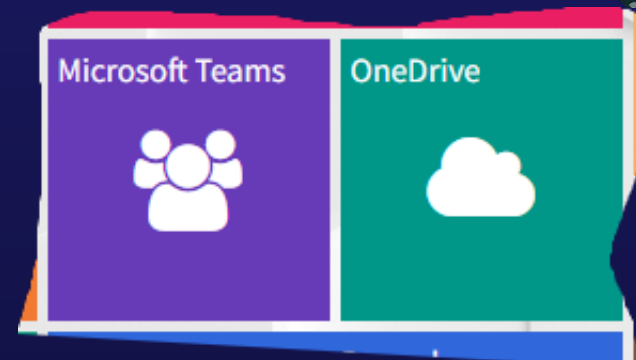
First you have to login into the UWSTD App which is known as My Day for students.



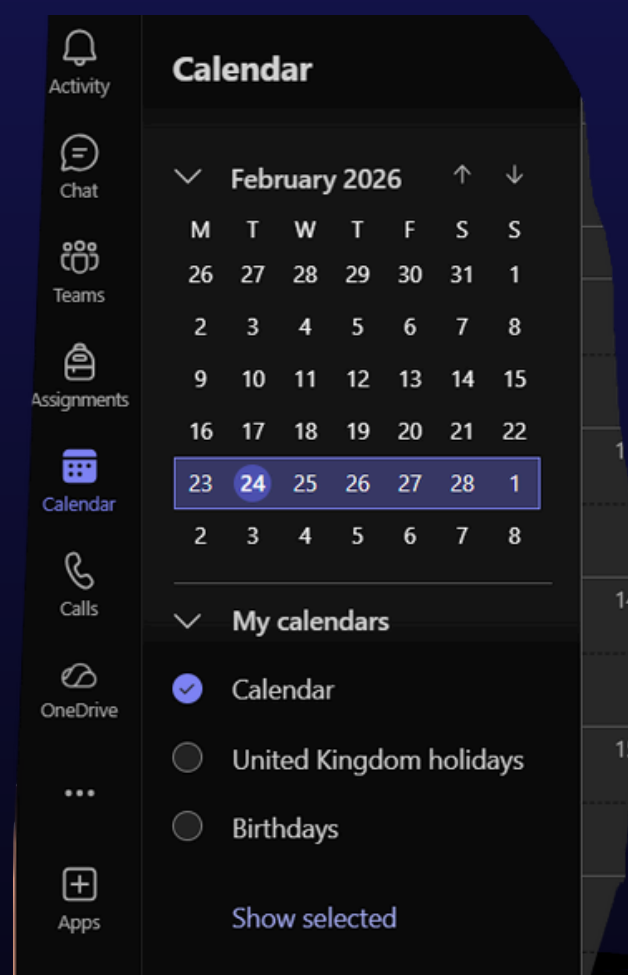
you will come across a page where there is many tiles and apps on this page.



you can either click on the Microsoft teams icon (this will take you straight to Microsoft teams) or the Microsoft 365 icon (this will show you different apps made by Microsoft but we need to click on the Microsoft teams app)



This will take you to the teams app whether there will be different tabs, where you can chat to people, discuss ideas with others, have deadline and assignment on time.



you go and click on calendar from there it will either show you your timetable of the day or your meetings.

in the corner of the screen you will see an icon that will say new meeting if you click on that it will set a page for you to create, you will have to fill in detail based on the topic and who you are going to add into the meeting.

