

# HOW TO CREAT NEW TEAM MEETING?

1

## TEAMS

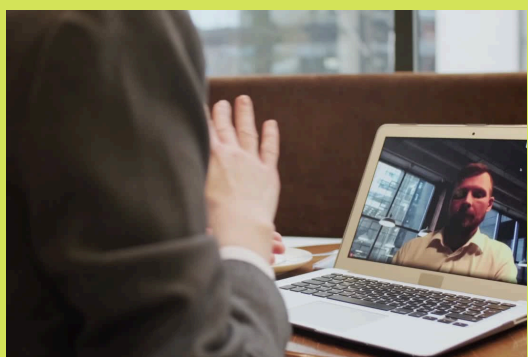
OPEN MICROSOFT FOR TEAMS  
AND NAVIGATE TO THE  
CALENDER TAB ON THE LEFT  
HAND SIDE >



2

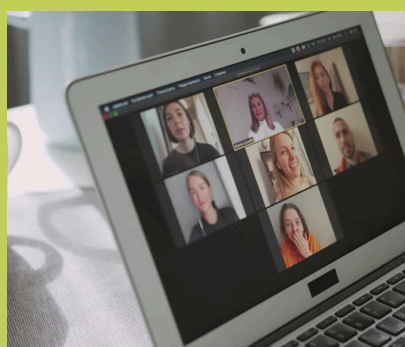
## CLICK

CLICK+ NEW MEETING IN THE  
TOP RIGHT CORNER.  
AD THE MEETING TITLE .



5

EXTRA DETAILS !  
ADD ANY EXTRA  
DETAILS OR AN  
AGENDA IN THE  
DESCRIPTION BOX



## TIME MEETING

Focusing on protecting  
accumulated wealth through  
prudent financial management  
and risk mitigation.



4

## ATTENDES

ENTER THE REQUIRE  
ATTENDEES FIEL YOU CAN  
ALSO ADD OPTIONAL  
ATTENDES AND A SPECIFIC  
CHANNEL IF NEEDED.



3

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