

How to create a new Teams meeting

Student name: Jennfer Rodrigues

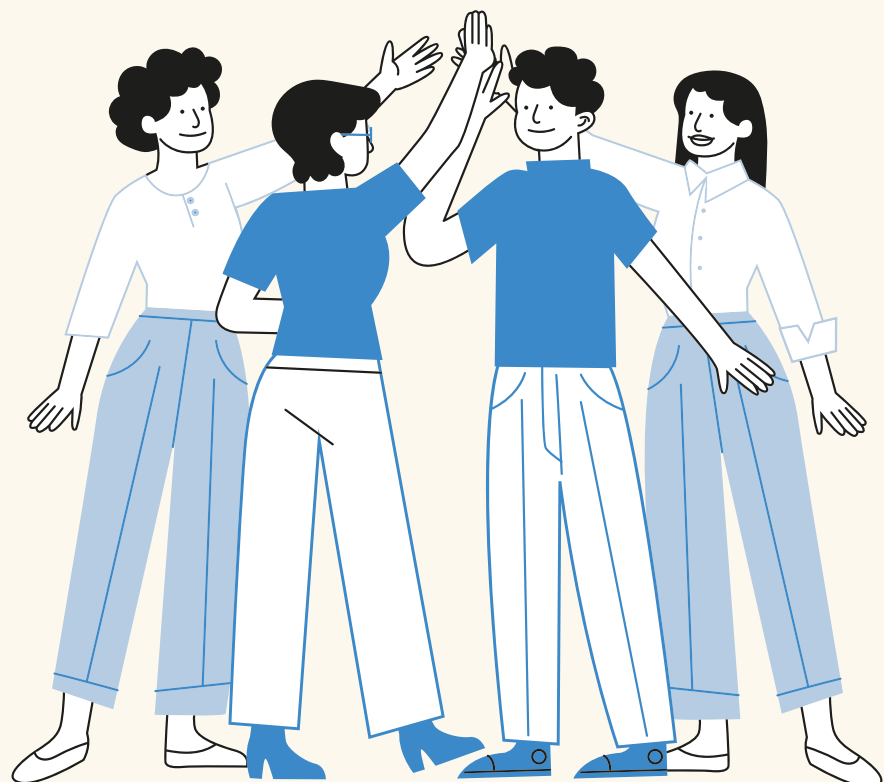
student ID: 2515304

lecture: Dr Kazeem

module code: LCLM4002

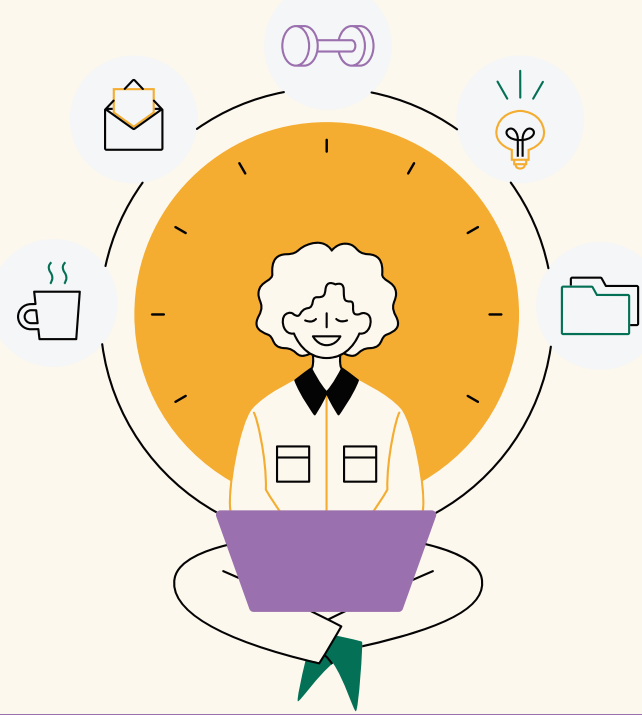
1 Introduction:

Microsoft Teams is an platform used for online communication. for example.. online classes, work and meetings. my goal with this poster is to demonstrate how to create and prepare a meeting while showing it in a visual and engaging way.



4 Adding meeting attendees

Once you added all the meeting details, you will then type the email adress of people you want to invaite to your meeting.



2 how to start creating a new meeting

Sing up or login with your email to have full access of the app i recommend having the Teams desktop app on your digital phone or laptop, it is more practical and you can track all your meetings.

5 make the meeting private or open

Because the meeting was created by your, you have the power to decide who joins the meeting straight away, who needs your final approval to join and what the attendees are allowed to do while in the meeting. click on “SEND” and your meeting will be scheduled and the invitations are all sent.

3 “new meeting”

Once you opened the calendar icon, you will find a label that says “new meeting” on the top right corner of your screen. once you found it you click on the tab to start inserting the details of your new meeting. proceed to add the tittle, date, time and duration of the meeting.



6 Conclusion:

By following these easy steps, anyone can easily navagate through the Microsoft teams app. Which is very important due to the high level of digital communication used academically and professionally.