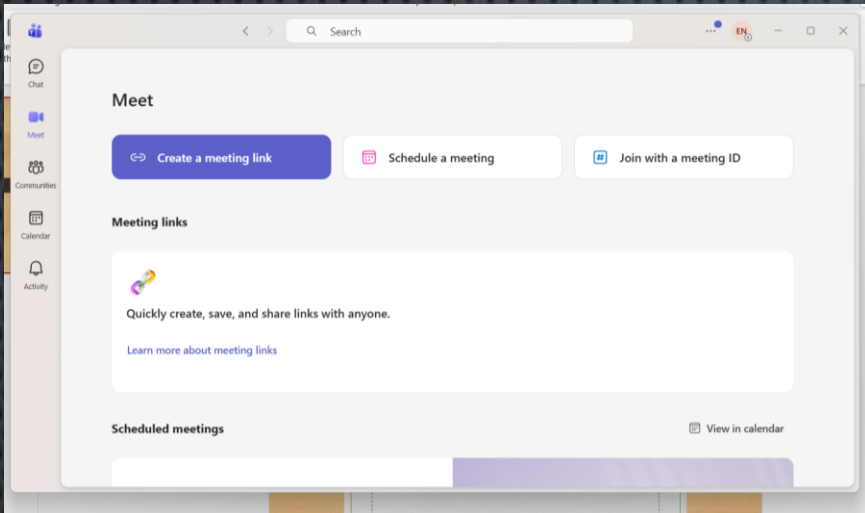
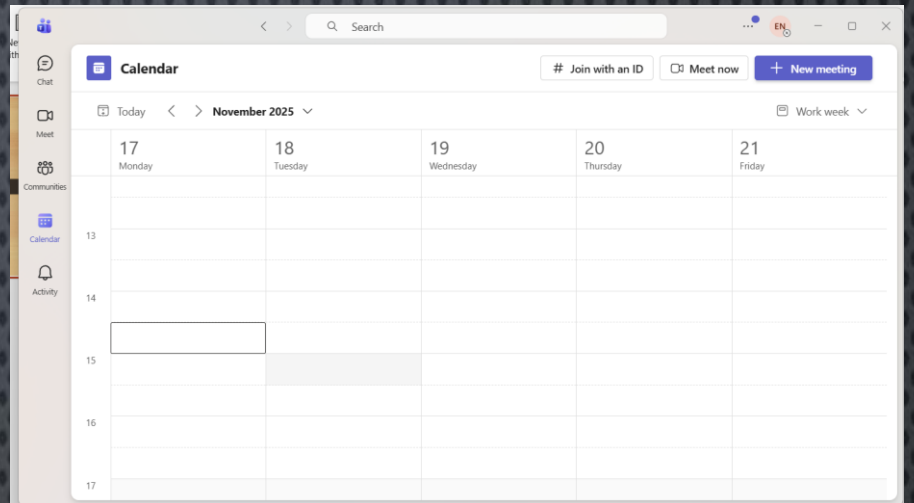


HOW TO CREATE A NEW TEAMS MEETING

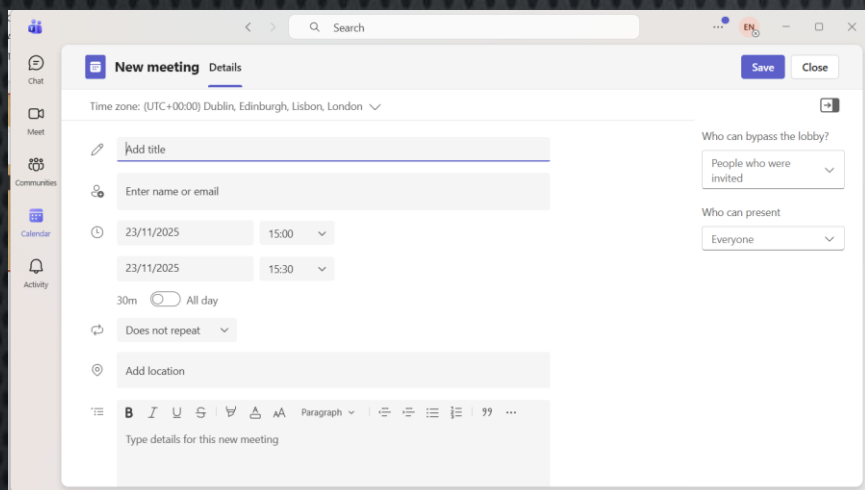
Step 1. First open the Microsoft Teams App



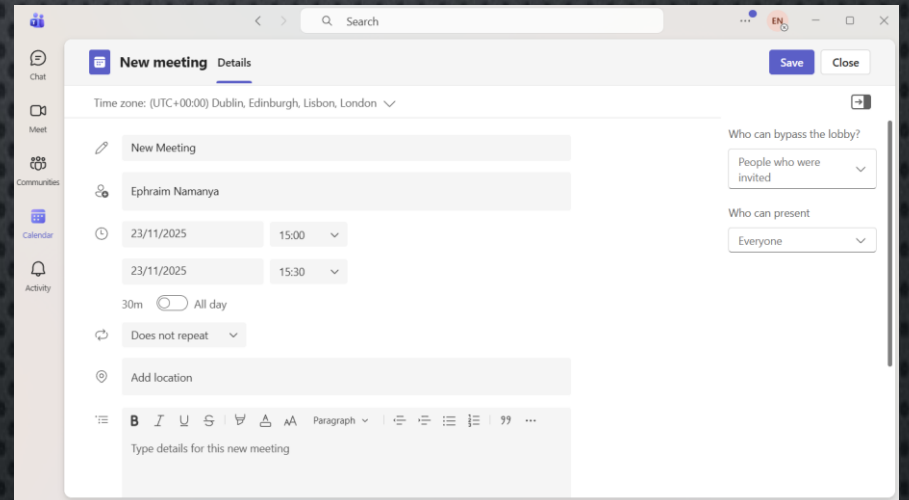
Step 2. Click on calendar and choose the date you want to create your meeting for



Step 3. Press on the 'New Meeting' icon, on the top of the page



Step 4. Fill in your details that are required for the meeting



Step 5. Lastly, press save and you can copy the link to send it to someone

