

How to Create a New Teams Meeting

A quick professional guide for scheduling collaborative sessions in Microsoft Teams.



Why Use Microsoft Teams Meetings

Microsoft Teams allows employees to host secure, integrated meetings that combine video, chat, and file sharing—all within the Microsoft 365 ecosystem.

Using Teams meetings enables:

- Seamless collaboration — colleagues join from anywhere on any device.
- Integrated tools — Outlook, OneDrive, and SharePoint files link automatically.
- Time efficiency — scheduling, reminders, and notes in one workspace.

Tip: Regularly using Teams reduces dependency on long email chains and keeps communication centralised.

Troubleshooting & Shortcuts

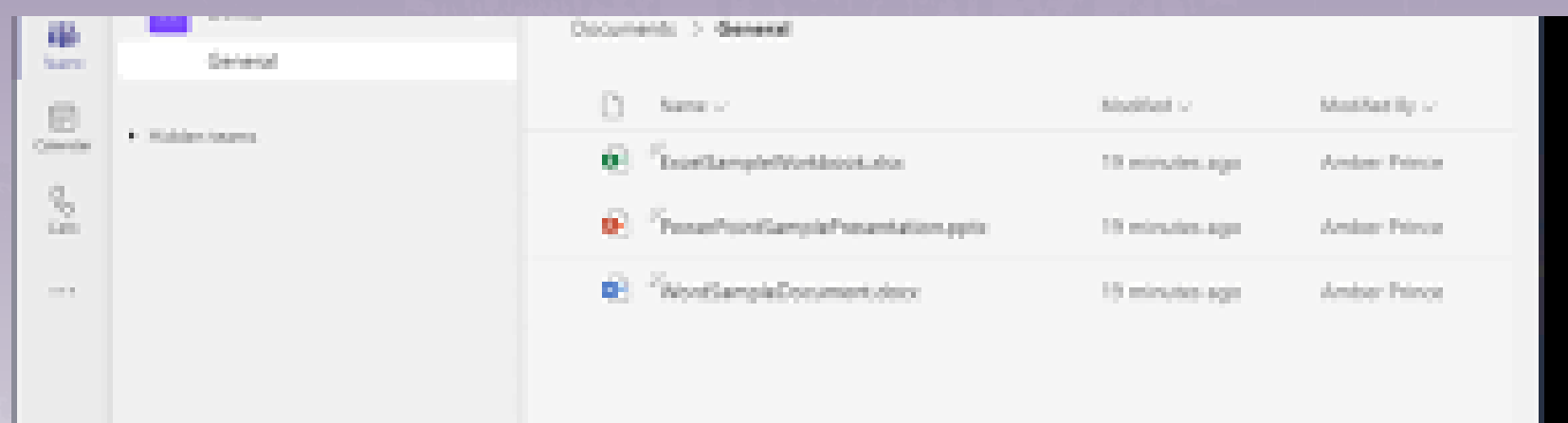
- Edit an existing meeting: Double-click on the calendar item → update details → click Send Update.
- Cancel a meeting: Right-click → Cancel Meeting → optional cancellation note.
- Start instantly (“Meet Now”): Click Calendar > Meet Now for spontaneous sessions.
- Join from Outlook: Accept the Teams invite → click the embedded Join Meeting link.
- Common issue: Meeting link missing? Check “Teams Meeting” toggle is on in the invitation form.

Step-by-Step: Creating a New Meeting

Below are the standard steps for scheduling a Teams meeting through the desktop or web app.

• Step 1 – Open Microsoft Teams

Launch the Microsoft Teams desktop application or sign in via <https://teams.microsoft.com> using your work credentials.



• Step 2 – Access the Calendar

In the left-hand toolbar, click the Calendar icon. This displays your integrated Outlook calendar.

• Step 3 – Click “New Meeting”

Select the “+ New Meeting” button in the upper-right corner. A scheduling window opens.

• Step 4 – Enter Meeting Details

Fill in the required fields:

- Title (clear and concise, e.g., “Weekly Project Review”)
- Participants (type names or email addresses)
- Date and Time (adjust to correct time zone)
- Description/Agenda (optional but recommended)

• Step 5 – Add Online Teams Link

Ensure the toggle “Teams Meeting” is activated.

This automatically inserts a join link in the invitation.

• Step 6 – Send the Invite

Click Send.

All participants receive an Outlook invite containing the Teams link and details.



Summary / Call to Action

Organising meetings through Microsoft Teams ensures professional, traceable, and inclusive communication across your organisation.

By following the steps above, you can:

- Save time,
- Enhance collaboration, and
- Maintain structured digital workflows.

Remember: Efficient scheduling builds professional reliability and strengthens team productivity.

