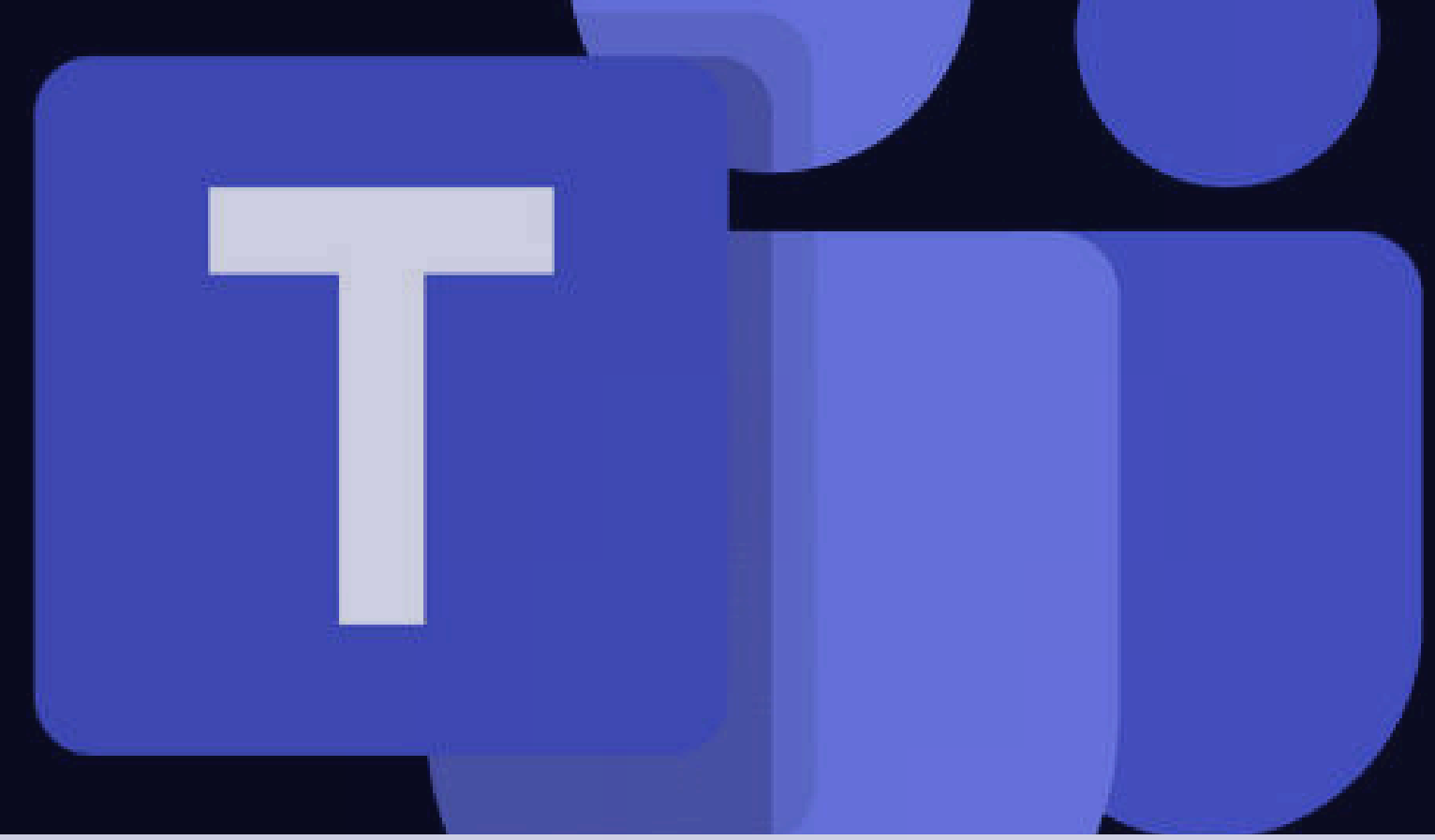




Microsoft Teams

How to create a new teams meeting

Access Teams

- OPEN THE MICROSOFT TEAMS APP.

Click on Calendar

- IN THE LEFT-HAND MENU, SELECT THE “CALENDAR” TAB.

New Meeting

- CLICK THE “NEW MEETING” OR “SCHEDULE MEETING” BUTTON.

Fill in the Details

- TITLE: GIVE THE MEETING A NAME
- PARTICIPANTS: ADD THE EMAIL ADDRESSES OR NAMES OF THE PARTICIPANTS.
- DATE AND TIME: SET THE DAY, START TIME, AND END TIME.
- DESCRIPTION: OPTIONALLY, ADD AN AGENDA OR TOPICS TO BE DISCUSSED.

Additional Settings

- CHOOSE WHETHER IT WILL BE A RECURRING MEETING, ADD CHANNELS IF NECESSARY, AND CONFIGURE PERMISSIONS.

Send Invitation

- CLICK “SAVE” OR “SEND” TO NOTIFY ALL PARTICIPANTS.

Positive Points

1. Integration
2. Ease of Use
3. Features
4. Accessibility
5. Notifications

Negative Points

1. Dependence on Internet Connection
2. Lack of Personal Interaction
3. Participant Limitation
4. Technical Issues
5. Distractors



Extra Tip:

Test the audio before the meeting.

Completed! Meeting scheduled!

