

How to Create A New Teams Meeting

Step one - Login into UWTSD hub with your student email address and password and then click enter

Step two - Once logged into the UWTSD hub click on the Microsoft team's icon from OneDrive

Step three – Click on the meeting icon on the left sidebar

Step four - Click on schedule a new meeting (Top right)

Step five – Fill in Title, attendees, Date and time and location of the meeting as well as any other details regarding meeting

Step Six – Click on send and all the attendees will receive an email containing the teams link. Attendees can accept or decline the teams meeting.



Benefits of Microsoft Teams

- Combines chat, video meetings, calls, and file sharing in one platform
- Microsoft teams helps reduce email overload
- Keeps team conversations organised by channels and topic
- Improved remote & hybrid working practices
- High-quality video conferencing and sharing data screen securely
- Better Team Engagement
- Polls, breakout rooms, and collaborative whiteboards
- Recognition tools and informal chat channels
- Overall reduces business costs and the need to travel to meetings saving time and money and increased productivity every time
- Microsoft teams display the availability of team members meaning you can choose the time you can communicate with team members