

HOW TO CREATE A NEW TEAMS MEETING!

1



OPEN TEAMS APP

Open Microsoft Teams on desktop or mobile.

2



GO TO CALENDAR

Click the 'Calendar' tab on the left sidebar.

3

+ New meeting



CLICK 'NEW MEETING'

Locate and click the blue "+ New meeting" button in the top right corner.

4

ADD MEETING DETAILS



5

Send



SEND INVITATION

Review details and click 'Send' in the top right corner. Invites are sent to all attendees!

GET STARTED!

Connect easily with classmates and teachers.

