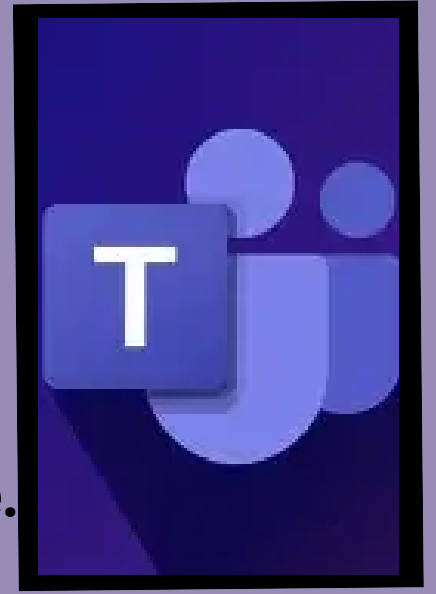


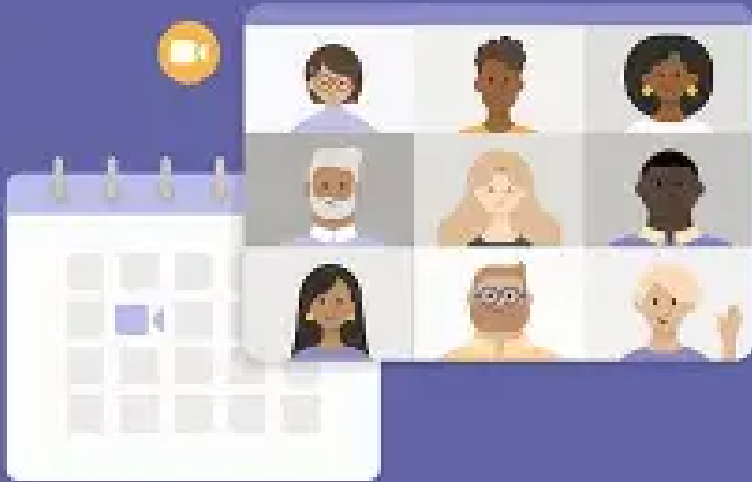
Teams Meeting

💡 Tips for a Successful Meeting

- Test your microphone and camera before joining.
- Use background blur to keep your surroundings private.
- Stay muted when not speaking to avoid background noise.
- Be on time and keep discussions focused



Join a meeting



1 Open Microsoft Teams
Start the Teams app, sign in using your school or work account

2 Go to Calendar Section

Click the Calendar icon on the left side of the screen
This is where you can view upcoming meetings and plan new ones.

3 Select "New Meeting"

In the top right corner, click New Meeting.
A scheduling form will appear

4 Add Meeting Details

Enter a clear meeting title (for example, "Team Project Discussion").

Add participants by typing their names or email addresses.
Choose the date and time that works for everyone.
Optionally, include a short description or meeting agenda.



5 Send the invitation

Once all details are filled in, click Send.

All participants will receive an email with the Teams meeting link.

6 Join the Meeting

When it's time, go to your Calendar in Teams and click Join to enter the meeting