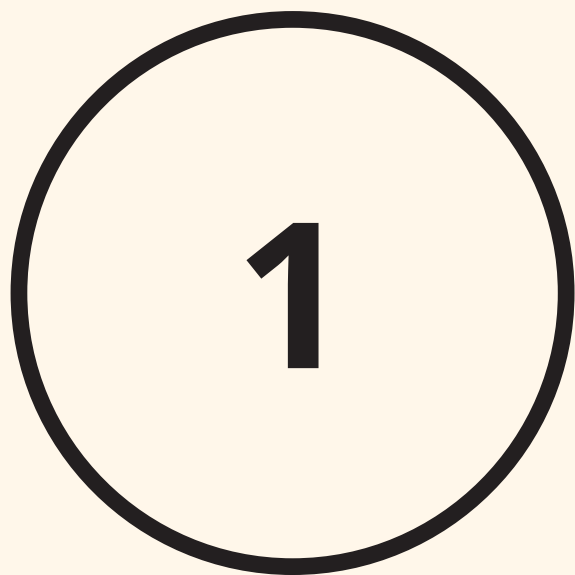
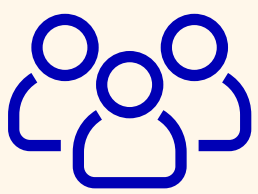


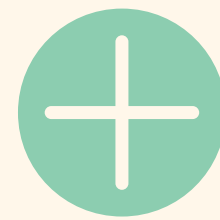
Four simple steps to create a new teams meeting

Step 1:



Firstly you must log in into teams to have the general page open up. Upon this you will see the Teams Icon just the like the one shown above which you would want to click.

Step 2:



Secondly, at the top right of the screen you will see the phrase "Join or create a team" you may click this option and select the first option which shall be the following "Create a Team" please select this option.

Step 3:



A new screen will appear where you would like to select you desired option in this case please select the basic team template, when the pop appears please then select " Use this Template" this will now further request if the teams meeting will be public or private please select your choice.

Step 4:



Lastly give your team a name and description! You may now add members to this teams meeting, after you have done this you may now start your meeting via the camera symbol at the top which states "meet now"

The advantages of creating a meeting using Microsoft Teams is that it is easy and simple to proceed with creation and is immersive for users to be able to express and communicate with eachother.