

HOW TO CREATE A NEW TEAMS MEETING - NAME:2528518

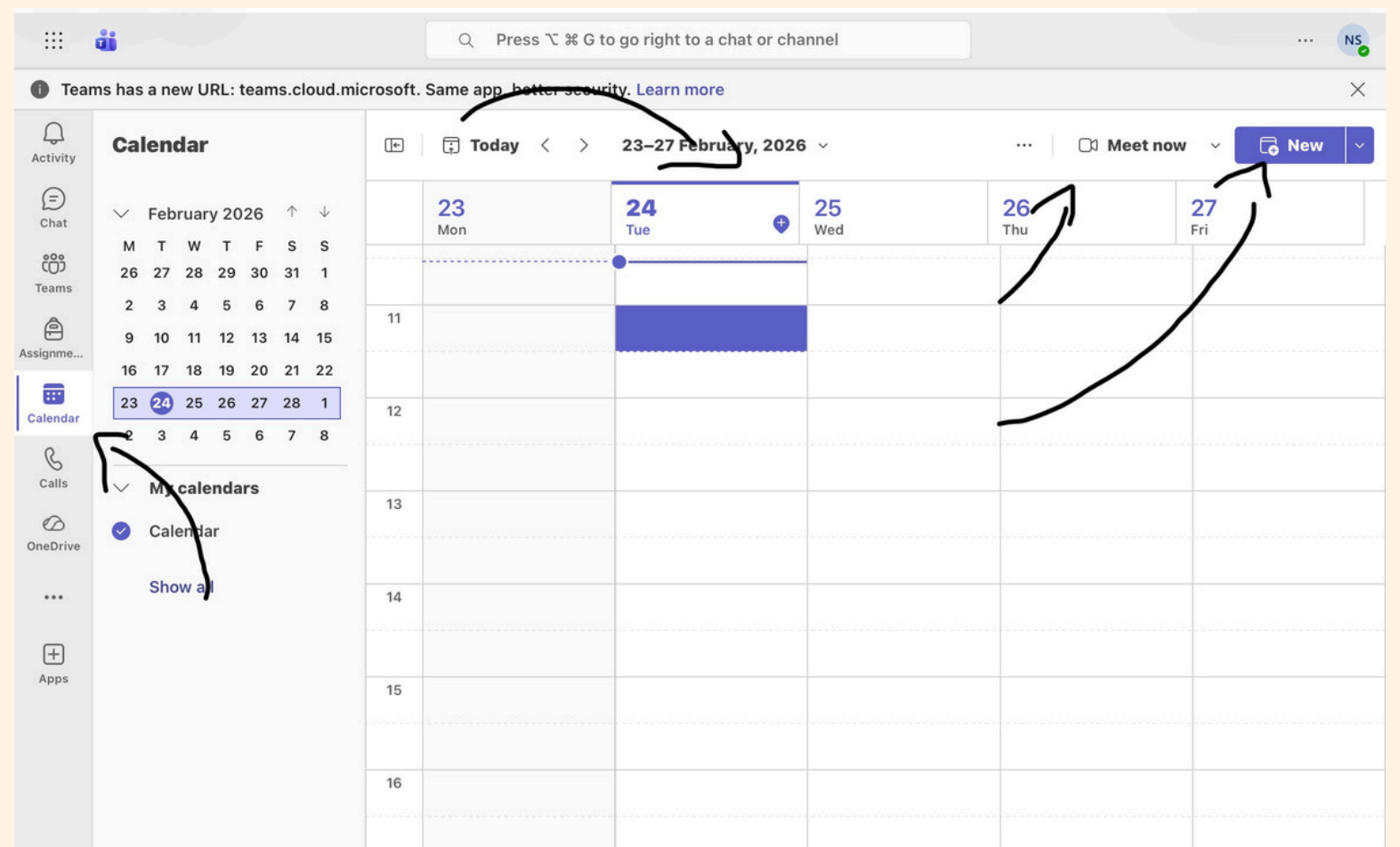
Use a couple words for a smart idea

what do you need create a new teams meeting?

So to set up a Microsoft Teams meeting, you'll need a Microsoft 365 account that works with Teams, the Teams app or just use it online and the important stuff like what to call the meeting, when it's happening, and who you're inviting by their email addresses.

Example

There are a few quick ways to start a Microsoft Teams meeting depending on how you like to work. You can use the Calendar app to plan one for later, start one right away with Meet Now or even use the Outlook add-in to schedule it.



To create a teams meeting you need to go to teams open calendar select the date you're available for the meeting make sure you check everyone at the meet is available also then click new and press meeting now.

Strategy steps:

- 1.Ensure it is properly scheduled
- 2.use a scheduling assistant to view co-workers availability and avoid conflicts
- 3.Click send to send the invitation which automatically generates a join link
- n.configure meeting options (strategy & security)



This is microsoft teams a cloud based digital hub and collaboration app within the Microsoft 365 suite designed for communication file sharing and video meetings.

Try these meeting sentences

- 1.Lets schedule a meeting to discuss the new project
- 2.Welcome everyone thank you for being here today before we begin
- 3.what is your main priority this week