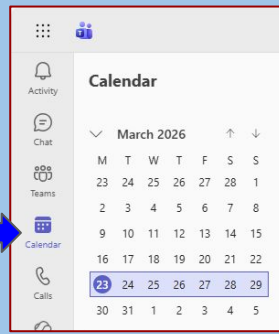
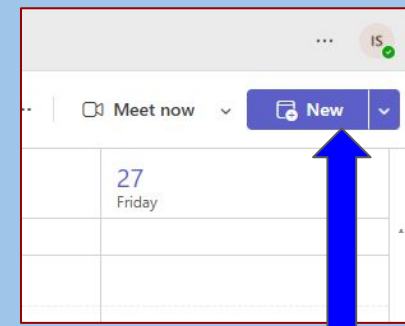


**1. Open  
Microsoft  
Teams**



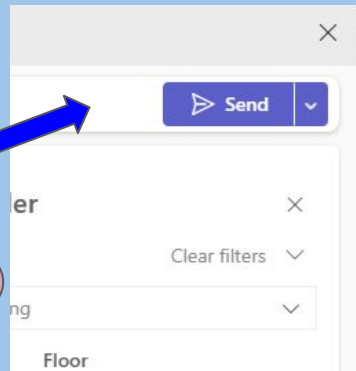
**2. Go to  
calendar**



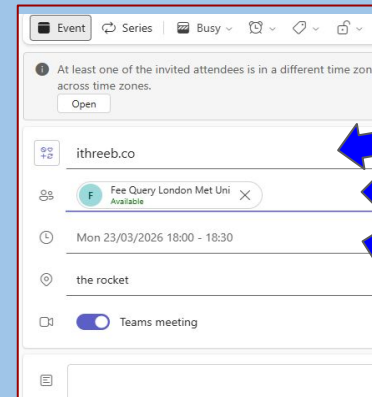
**3. Click  
New  
Meetings**



## **How To Create A New Microsoft Teams Meeting**



**7. Press  
Send**



**4. Add a Title**

**5. Add  
Participants**

**6. Set Time  
and Date**

# How To Create