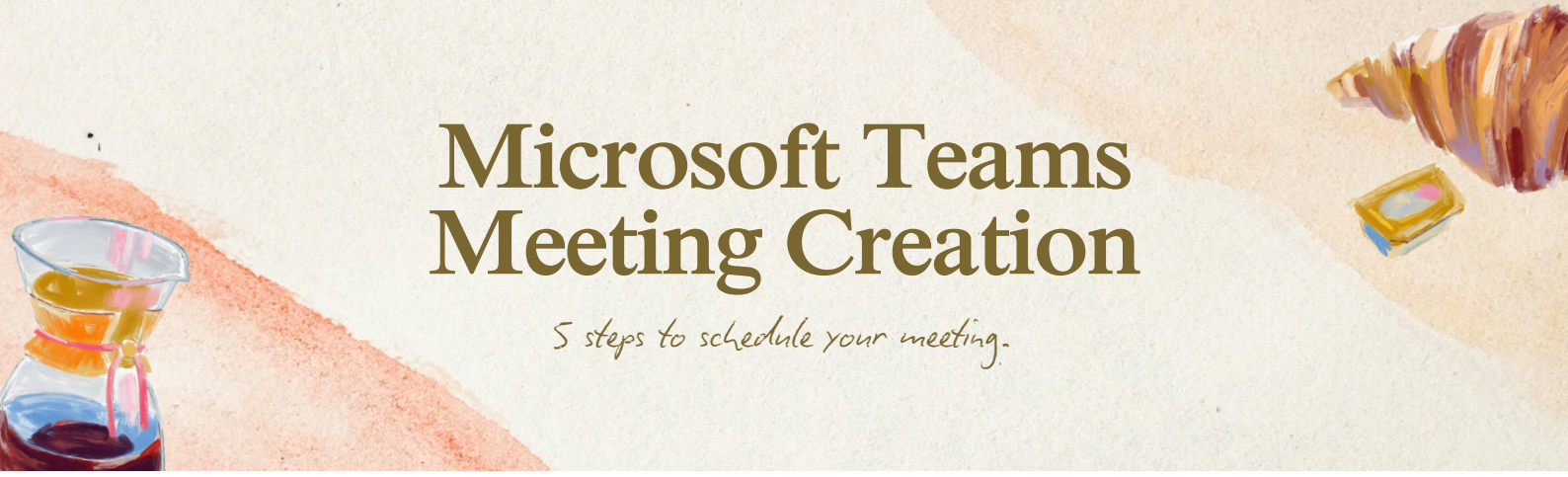




# Microsoft Teams Meeting Creation

*5 steps to schedule your meeting.*

Creating a Microsoft Teams meeting is quick and easy. Follow these simple steps to schedule your next meeting.

## Step-by-Step Guide

### Step 1: Open Teams

Launch the Microsoft Teams application on your desktop or through your web browser.

Make sure you are logged in to your Microsoft account. If you don't have Teams installed on your desktop you can always use the Web Version.

### Step 2: Go to Calendar

Click on the 'Calendar' icon in the left navigation bar.

The Calendar view displays your scheduled meetings and allows you to create new ones.

### Step 3: Schedule Meeting

Click the '+ New meeting' button in the upper right corner of the Calendar view.

A new meeting form will appear, ready for you to input the meeting details.

### Step 4: Add Details

Fill in the meeting details:

- Add a title
- Invite attendees
- Set the date and time
- Add a location (optional)
- Write a brief description of the meeting agenda.

Make sure to add all required attendees. Consider using the scheduling assistant, which helps avoid time conflicts with other meetings.

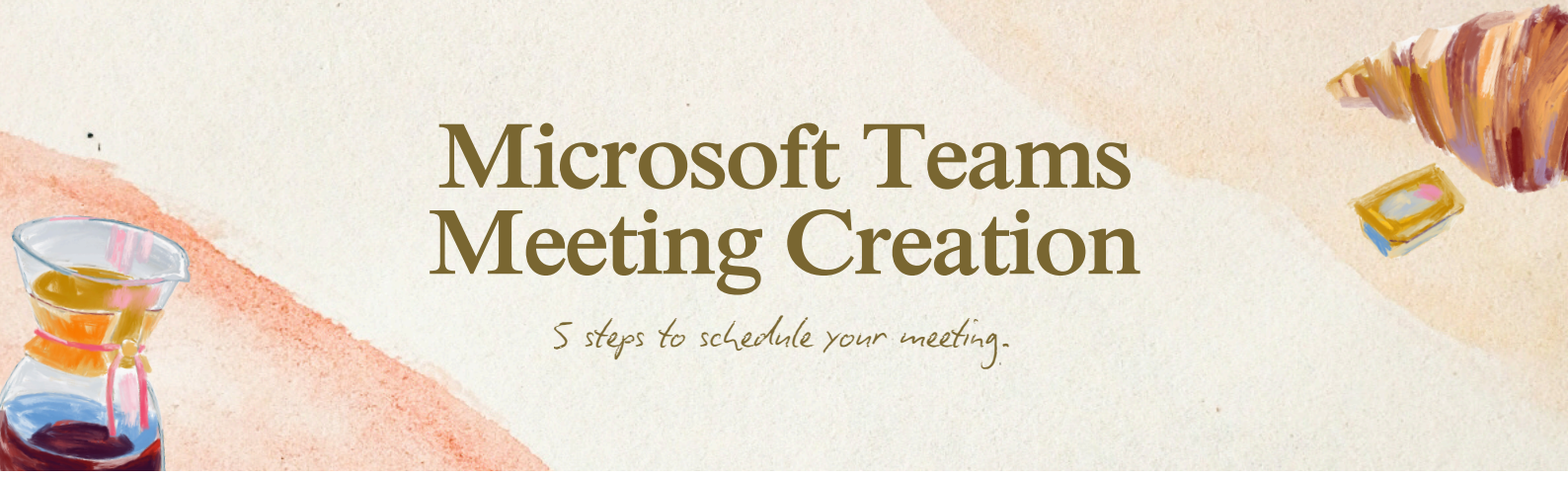
### Step 5: Send Invitation

Click the 'Send' button to send the meeting invitation to all attendees.

Teams will automatically send email invitations to the invitees with a link to join the meeting. You will also be able to see the invite on your calendar.

## Next Steps

Now that you've scheduled your meeting, explore Teams' features such as screen sharing, chat, and recording options to enhance your meetings. Remember to start the meeting on time and facilitate a productive discussion.



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