

HOW TO CREATE A NEW TEAMS MEETING:

Step 1: Launch Microsoft Teams

Start the Microsoft Teams app on your computer or access it through your web browser. Log in with your school or work email and password.



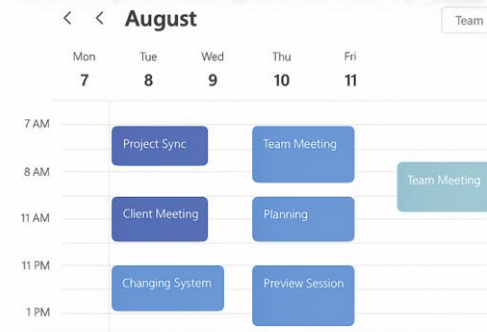
Step 2: Choose Calendar

In the menu on the left, select Calendar. This section shows all your upcoming meetings and appointments.



Step 3: Choose New Meeting

Click on New Meeting located in the top-right corner. This will open a scheduling window that allows you to set up and manage your meeting.



Step 4: Fill in the meeting details:

Begin by clearly stating the meeting title, for example, 'Year 10 Revision Session,' to specify its purpose. Next, select the appropriate date and time, ensuring both the start and end times are accurate. Then, invite attendees by adding their names or email addresses. Finally, if desired, choose a Team or Channel to make the meeting visible to a particular class or group.



Step 5: Include a Description or Agenda

Use the description field to summarize the topics that will be discussed during the meeting. Sharing an agenda allows attendees to come prepared and helps keep the meeting on track and effective.



Step 6: Select "Send"

After verifying that all details are accurate, click "Send." Microsoft Teams will then create a meeting link automatically and distribute the invitation to everyone you have chosen to include.

Your Meeting Is Now Scheduled

Participants can join the meeting by selecting the "Join" button from their Teams calendar or from the invitation email.