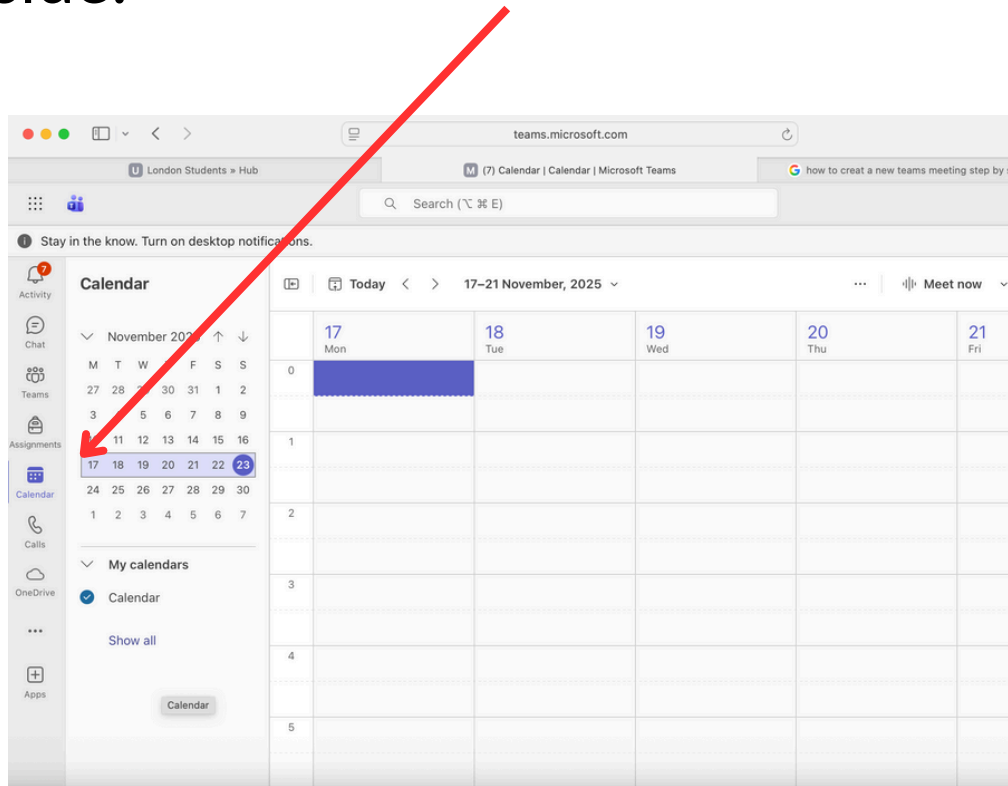


How to create a new Teams meeting

1

Open teams

Open Teams and go to Calendar: Launch the Microsoft Teams application and select the Calendar icon in the left-hand side:

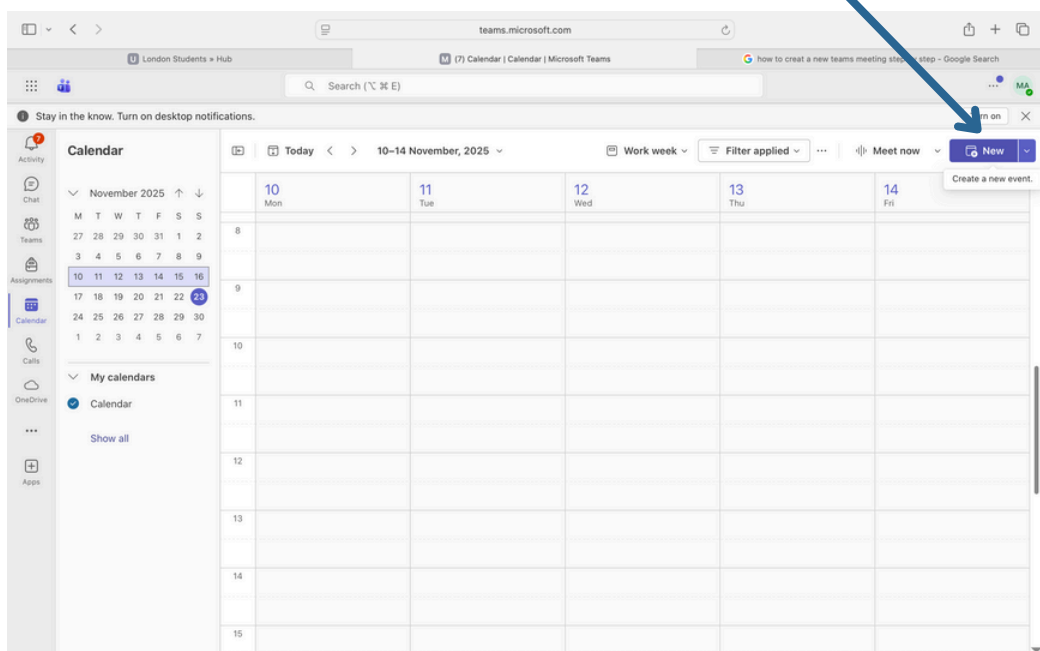


2

Create a new event

Create a new event:

Click the New meeting button, usually located in the top-right corner of the calendar view.

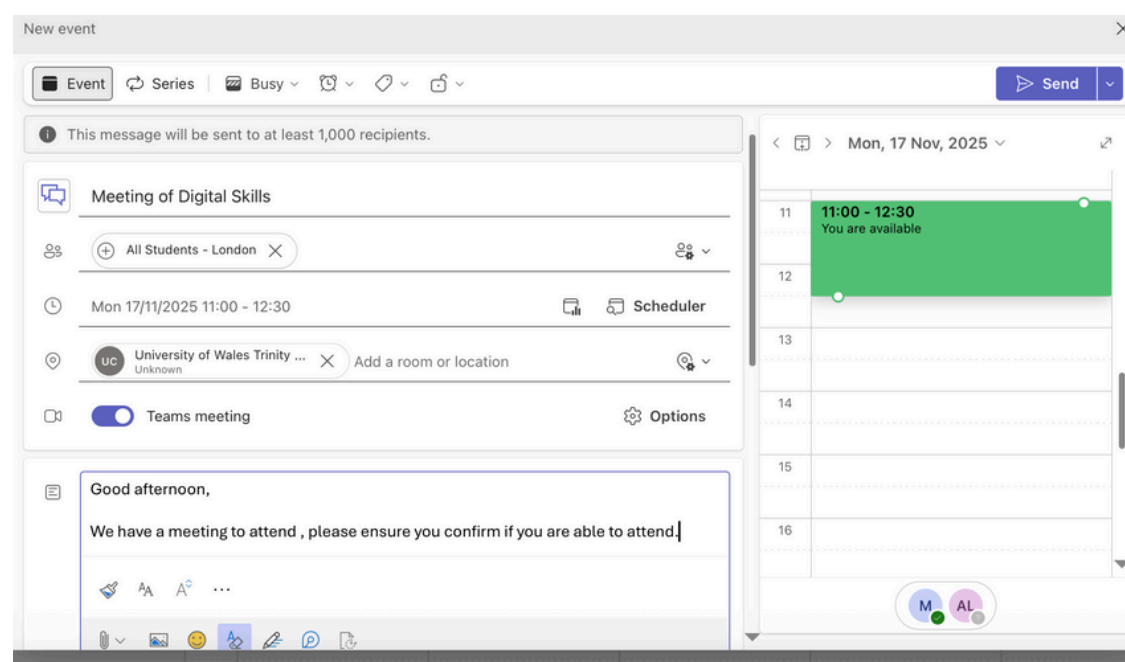
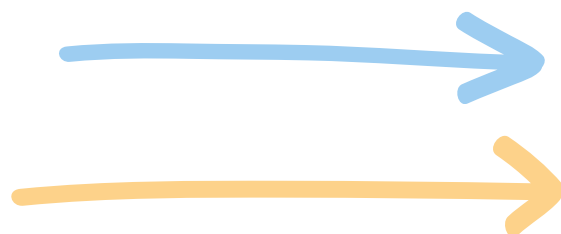


3

Add meeting details

Add meeting details:

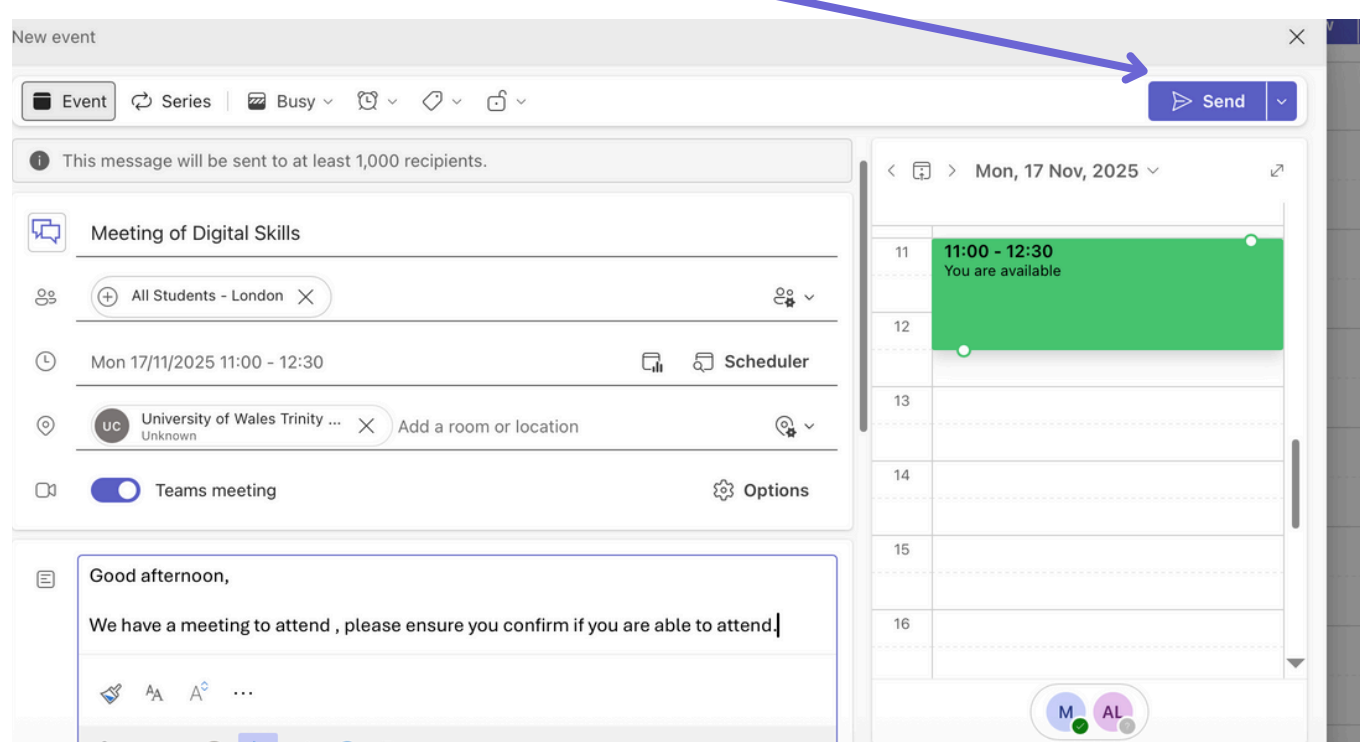
- Add a title: Give your meeting a title.
- Add attendees: Type the names or email addresses of the people you want to invite.
- Set the date and time: Choose the date and time slot for the meeting. You can also set it to be a recurring meeting.
- Add location: Enter a physical location if needed, or ensure the online meeting toggle is on.
- Add details: Include any additional information, agenda, or documents in the body of the invitation.



4

Click Save and Send

Click Send to schedule the meeting and send the invitations to all attendees.



Teams website - [Link](#)

You are able to click on the following link to gain access through the weblink to Teams or alternatively you can down the app on your device.

