

HOW TO

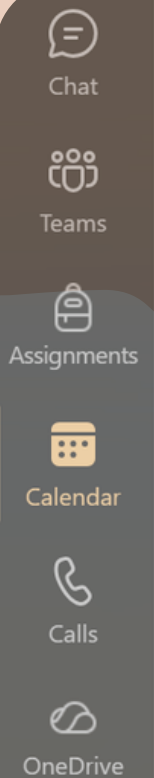
create a new teams meeting

By Suleman Khan



1. Open the Microsoft Teams app and log in to your account

2. Click on the 'Calendar' icon along the left sidebar, then click on 'New' on the top right of the calendar page



New



3. The 'New Event' window will appear, complete the fields for your Teams meeting, including location, invitees, the date and the time of the event.

Lastly - Hit the SEND button!



Send

