



HOW TO CREATE A NEW TEAMS MEETING!



WHAT IS IT?



Microsoft Teams is a platform apart of the Microsoft 365 suites used by many educational institutions to connect classrooms and students via messages and video call meetings.



STEP ONE:

Once onto the internet or 'Microsoft Teams' application, navigate your chosen device towards your assigned Microsoft account so you are fully able to get started within the site/application.

STEP TWO: DESKTOP -



If working on a desktop once set up there should be a side bar containing multiple icons. Locate the 'three dots', once pressed a small popup should open where you will now find the video camera titled 'meeting' press the icon to continue.



MOBILE/ TABLE-

Working on a smaller device entails a different layout. At the bottom of your screen there should be a navigation bar this time click on 'Calendar' from here you will be taken to a new page and should click the purple '+' icon in the bottom right.

STEP THREE:

Take this time to decide the context of your meeting:



- Title
- Date & Time
- Details of meeting
- (if needed) Required attendees

Ensure all details are correct and press send.

THINGS TO NOTE:

- The meeting will automatically be placed in the calendars of all "required attendees" - of which they are notified
- If none were selected it will only appear in the creators calendar.
- A meeting link & ID will be created and in most cases for educational institutions a "passcode" for every meeting which is shareable.

