



How to create a new Teams meeting In few steps?

Mobile version

① Scan the QR code and download the App



② Sign in / Sign up



③ From Teams Calendar Desktop/Web/Mobile



- Go to the **Calendar** tab on the left sidebar.
- Select **New meeting** in the top-right corner.
- Enter a **Title**, add **Attendees**, and select the **Date** and **Time**.
- Select **Send**. The meeting will appear on your calendar and send email invites to participants.