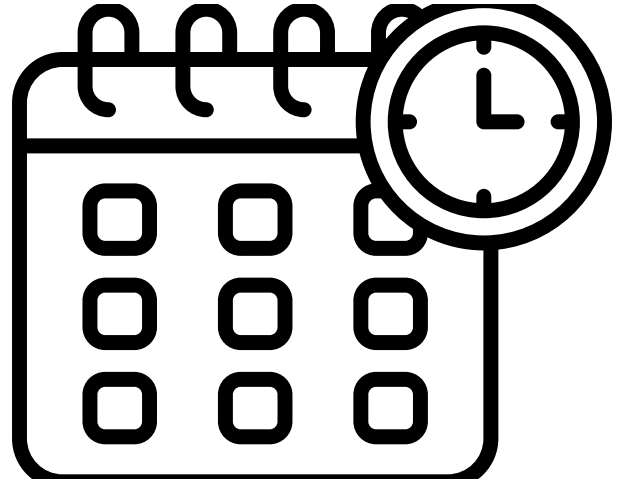
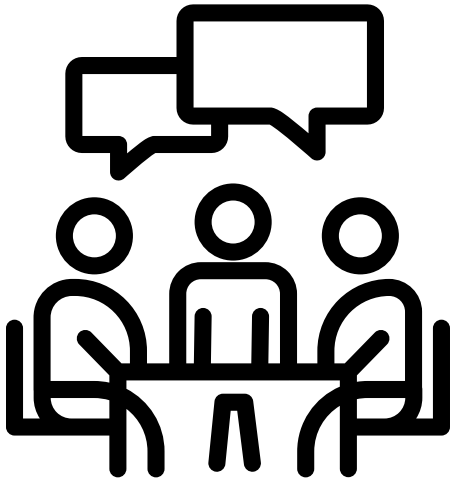


MICROSOFT MEETING



- 1NEW MEETING
- 2ADD MEETING CALENDAR



Microsof
Teams

-
- 3ADD NOTES OR FILES
- 4Select + New meeting in the top right corner.
- 5Select Save (or "Send" if attendees are added).
- 6Click Calendar in the left-hand menu.
- 7Enter the title, invite attendees (internal or external), and choose a date/time
- 8Select Schedule a meeting (icon) at the top of the chat to add attendees from that group.

