

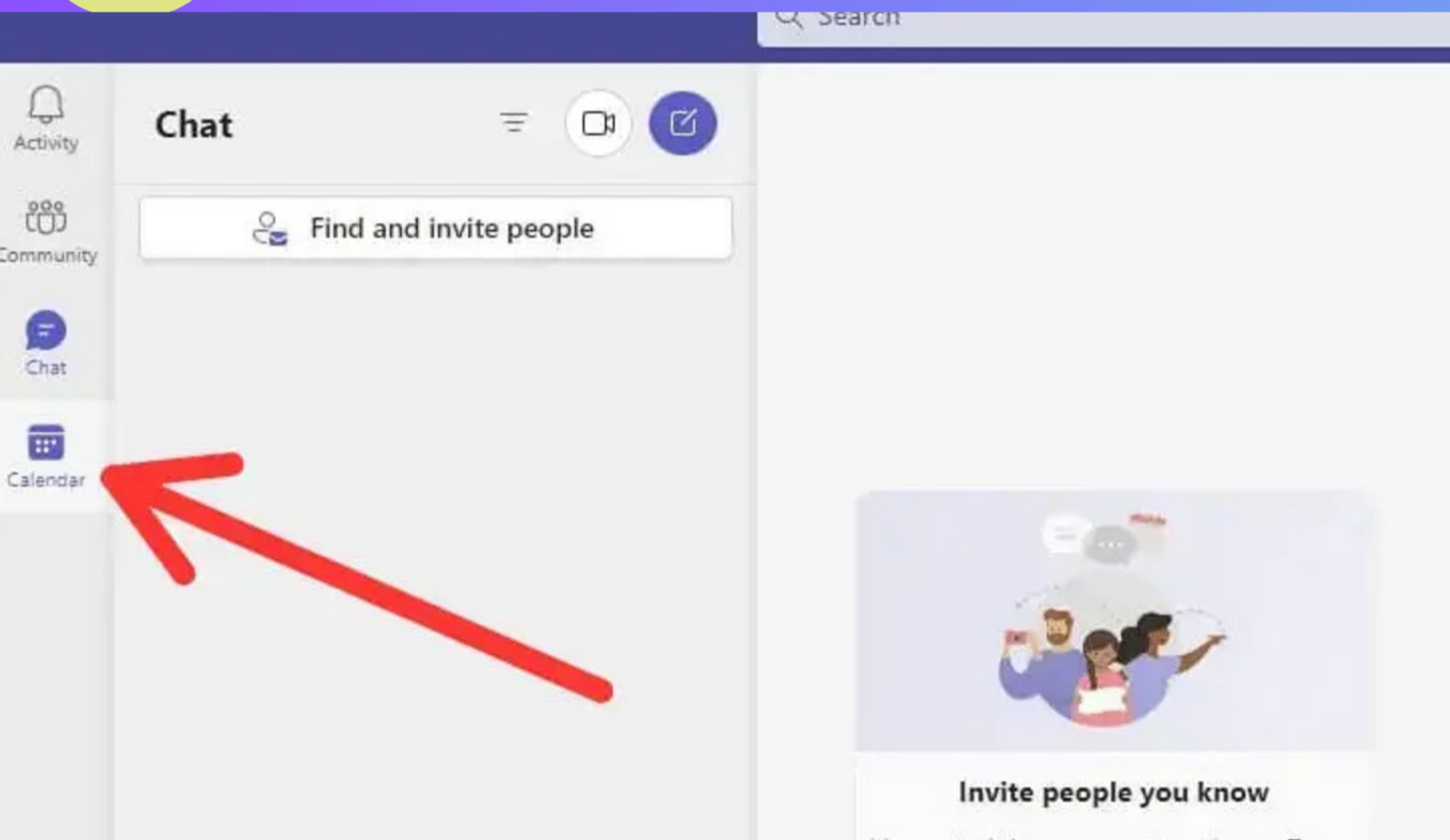
HOW TO CREATE A NEW TEAMS MEETING

1



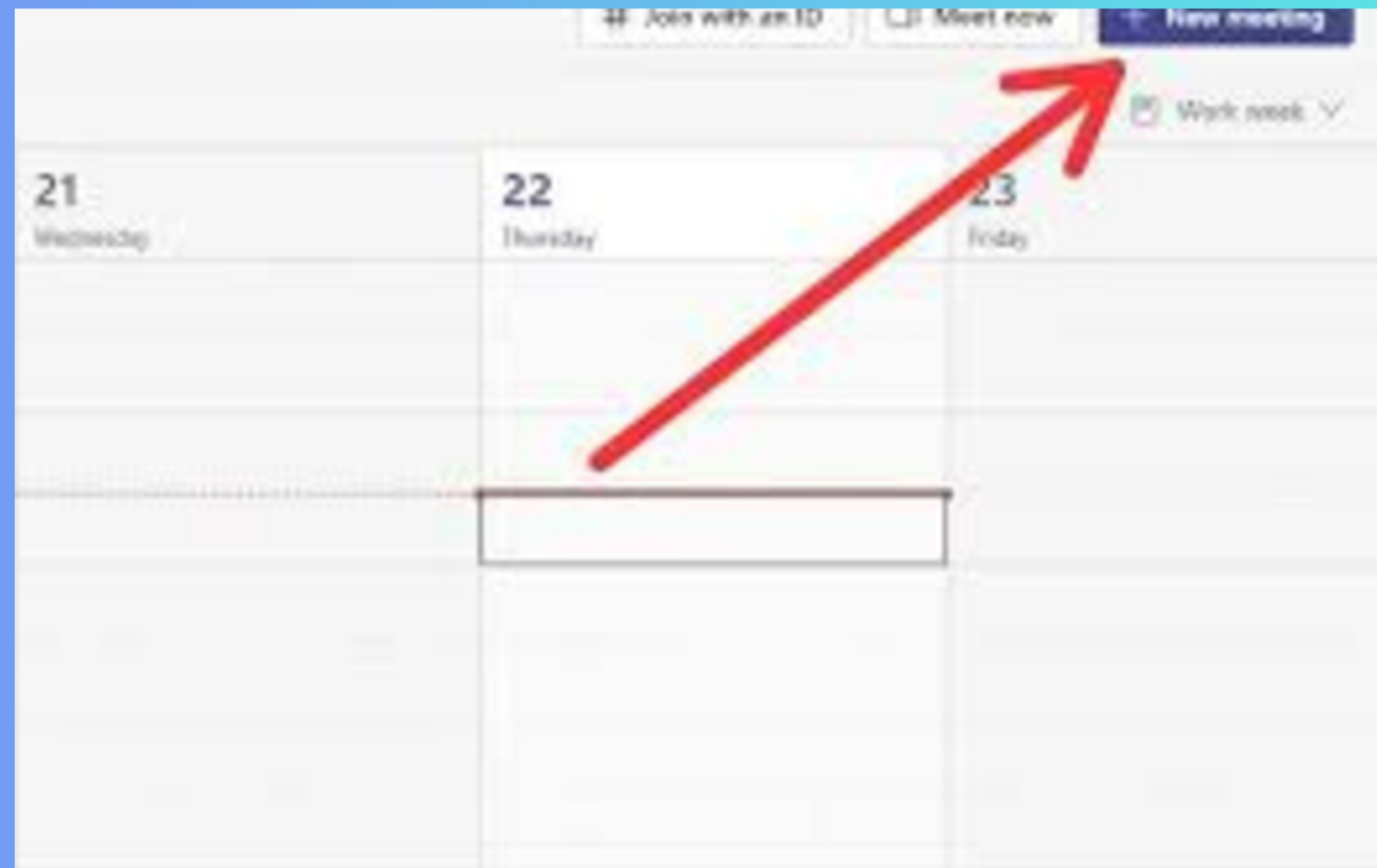
2

Follow these steps!



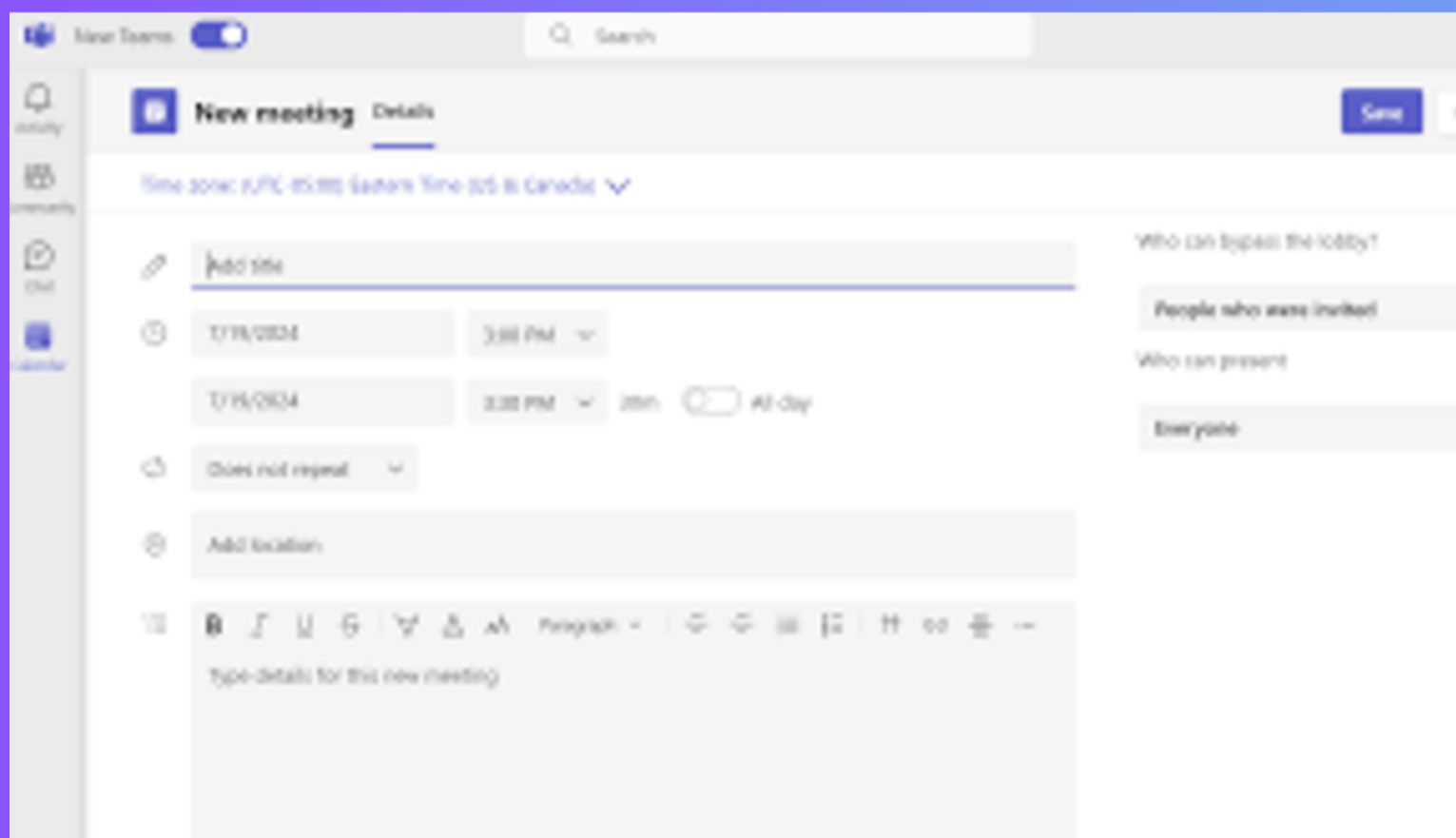
3

Firstly Open Microsoft team



4

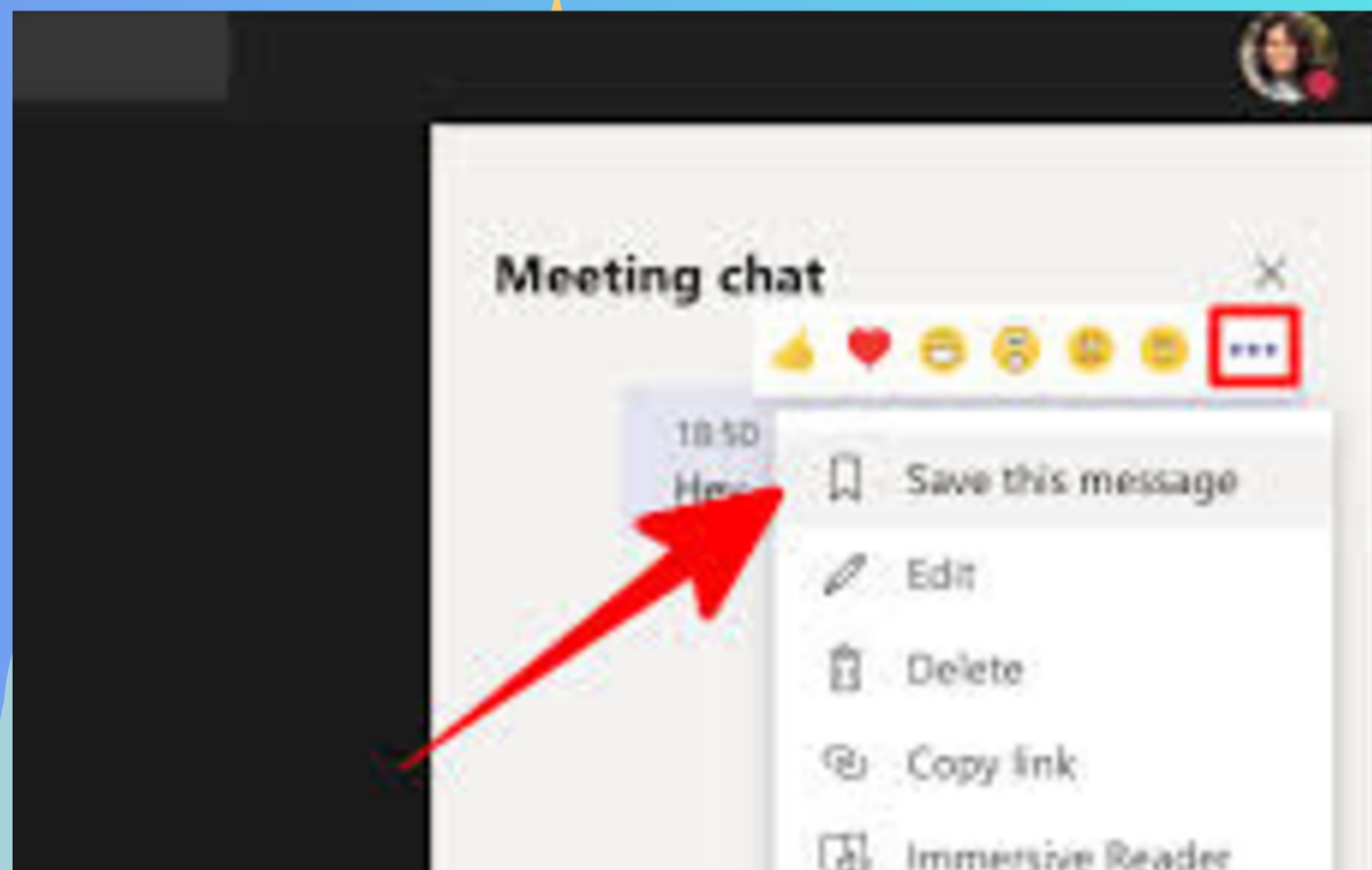
Just On The Left Side, you can click on Calendar



A Form Should Open which you'll find the following which you need to fill in

5

In The Top - right corner you'll see the New meeting



click Save & your good to go !