

# HOW TO CREATE A NEW TEAMS MEETING

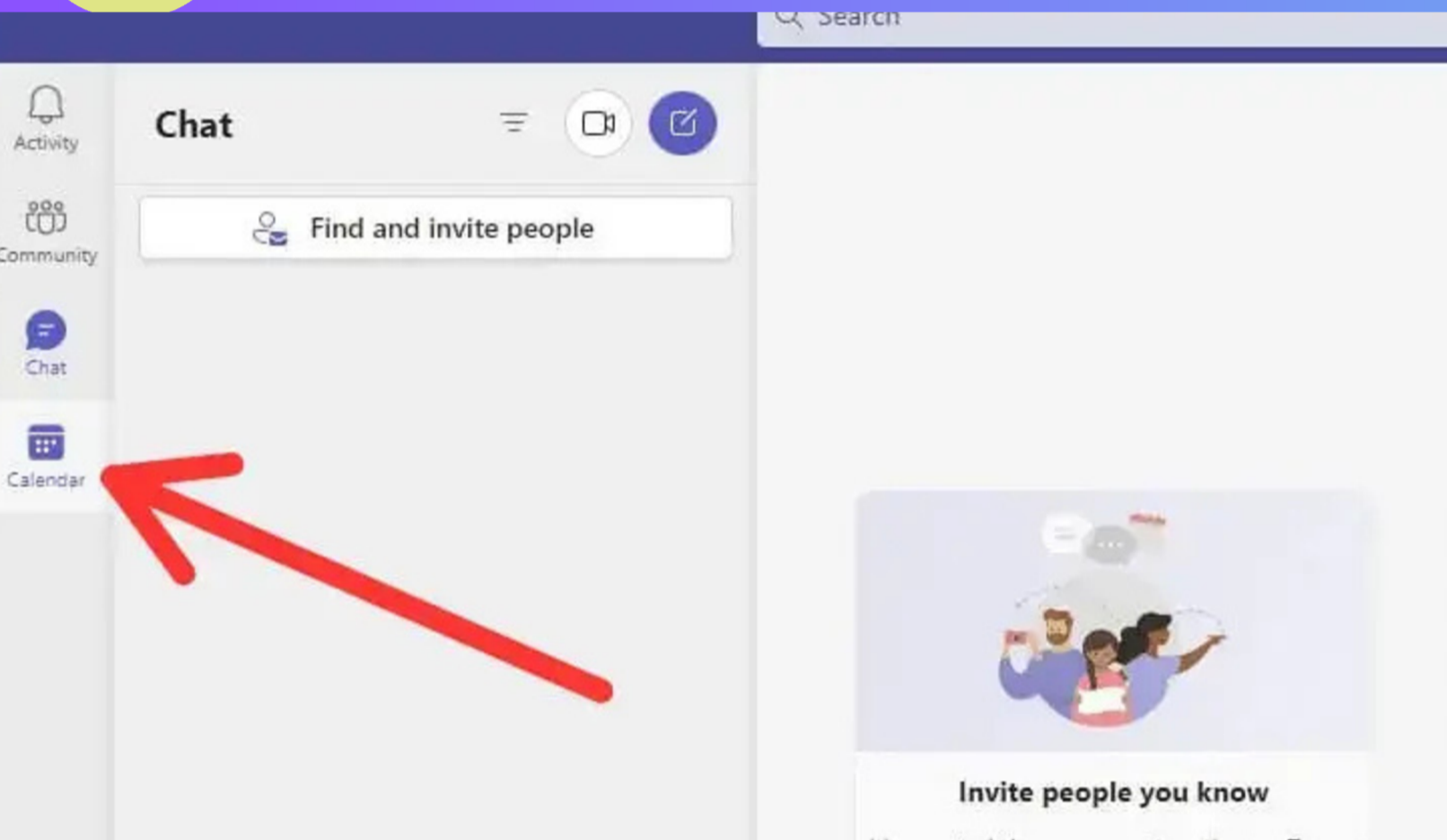
2512060 Malachi Robbie Robinson  
Aniemeka Group 6

1



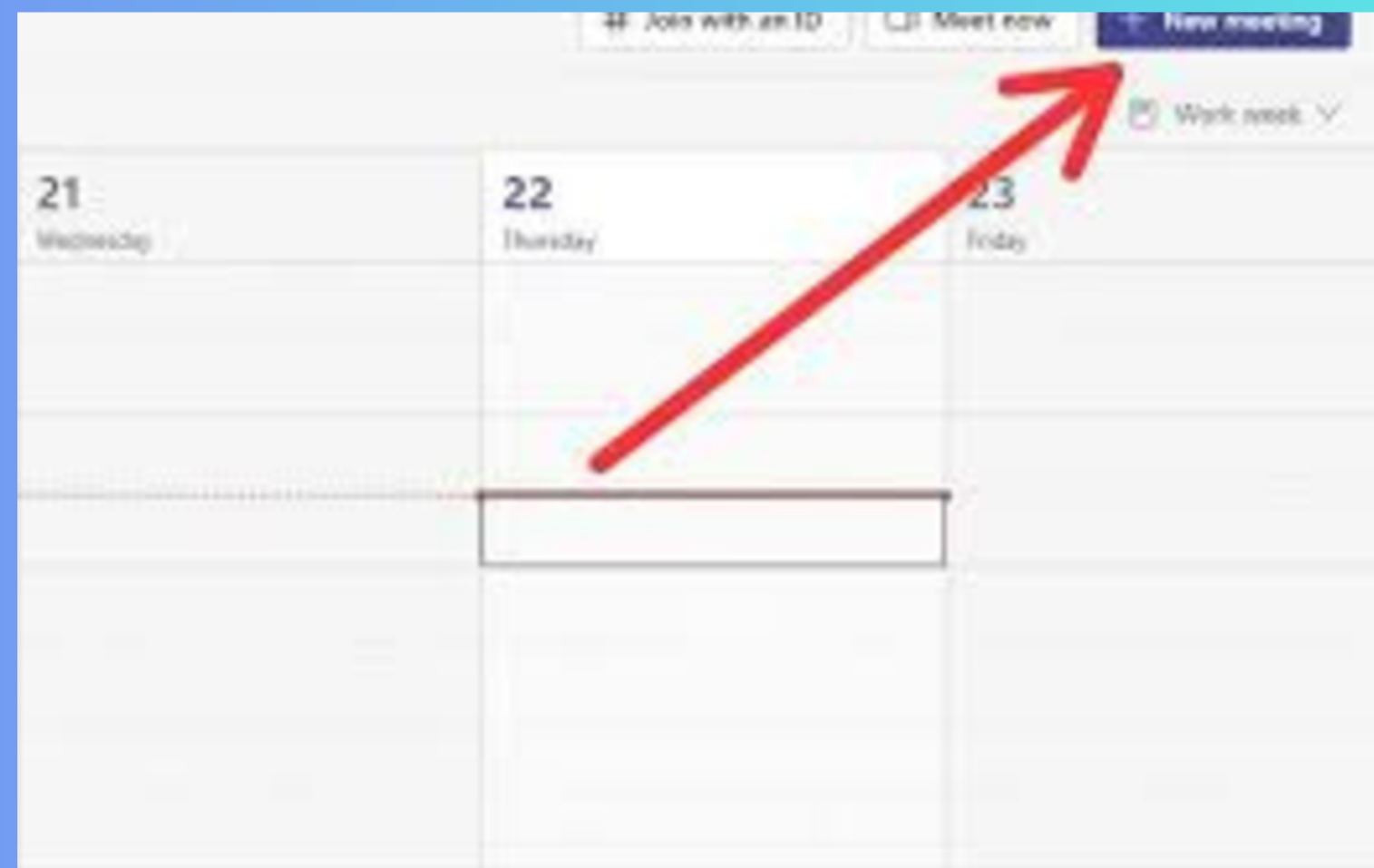
2

Follow these steps!



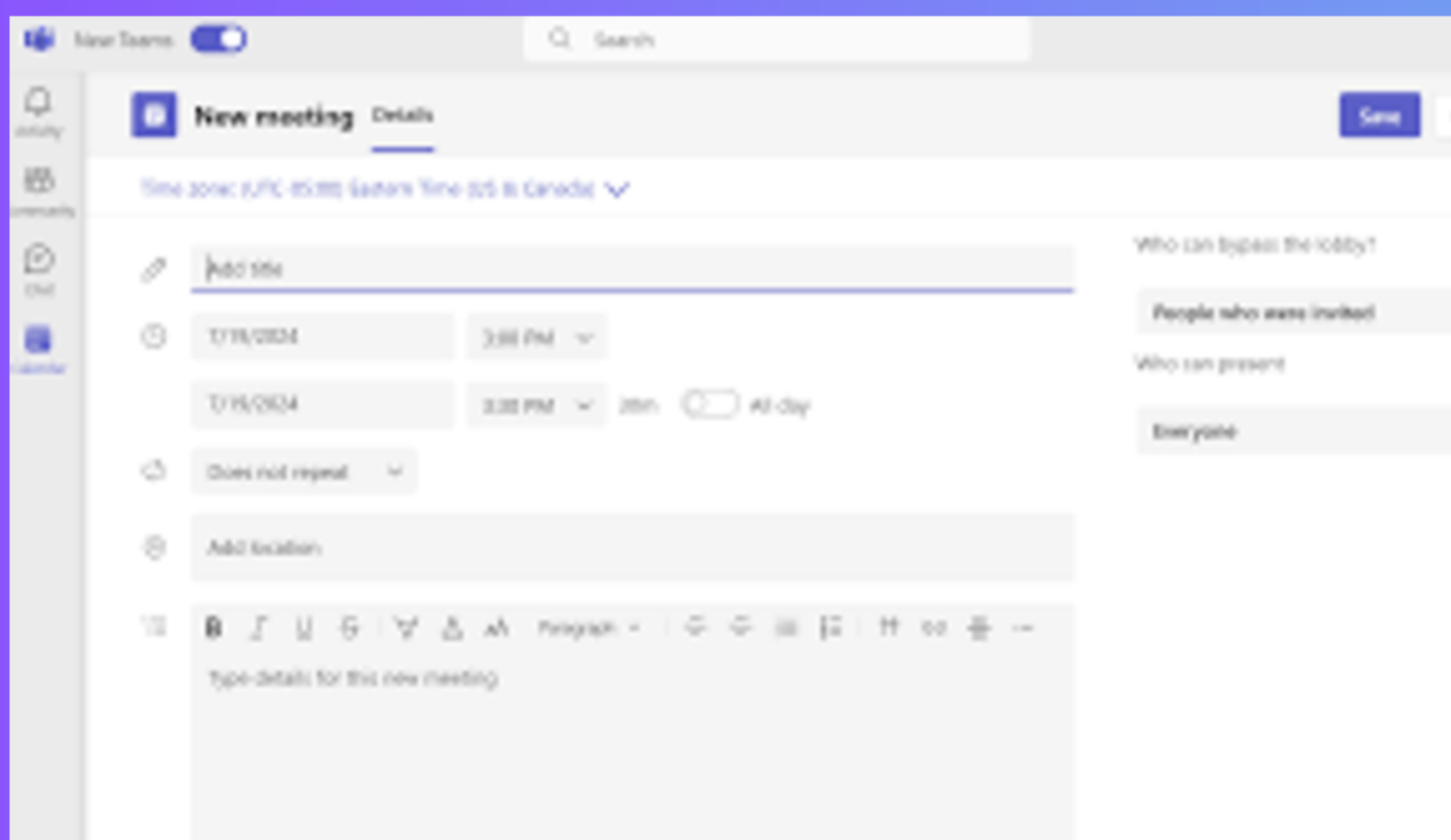
3

Firstly Open  
Microsoft team



4

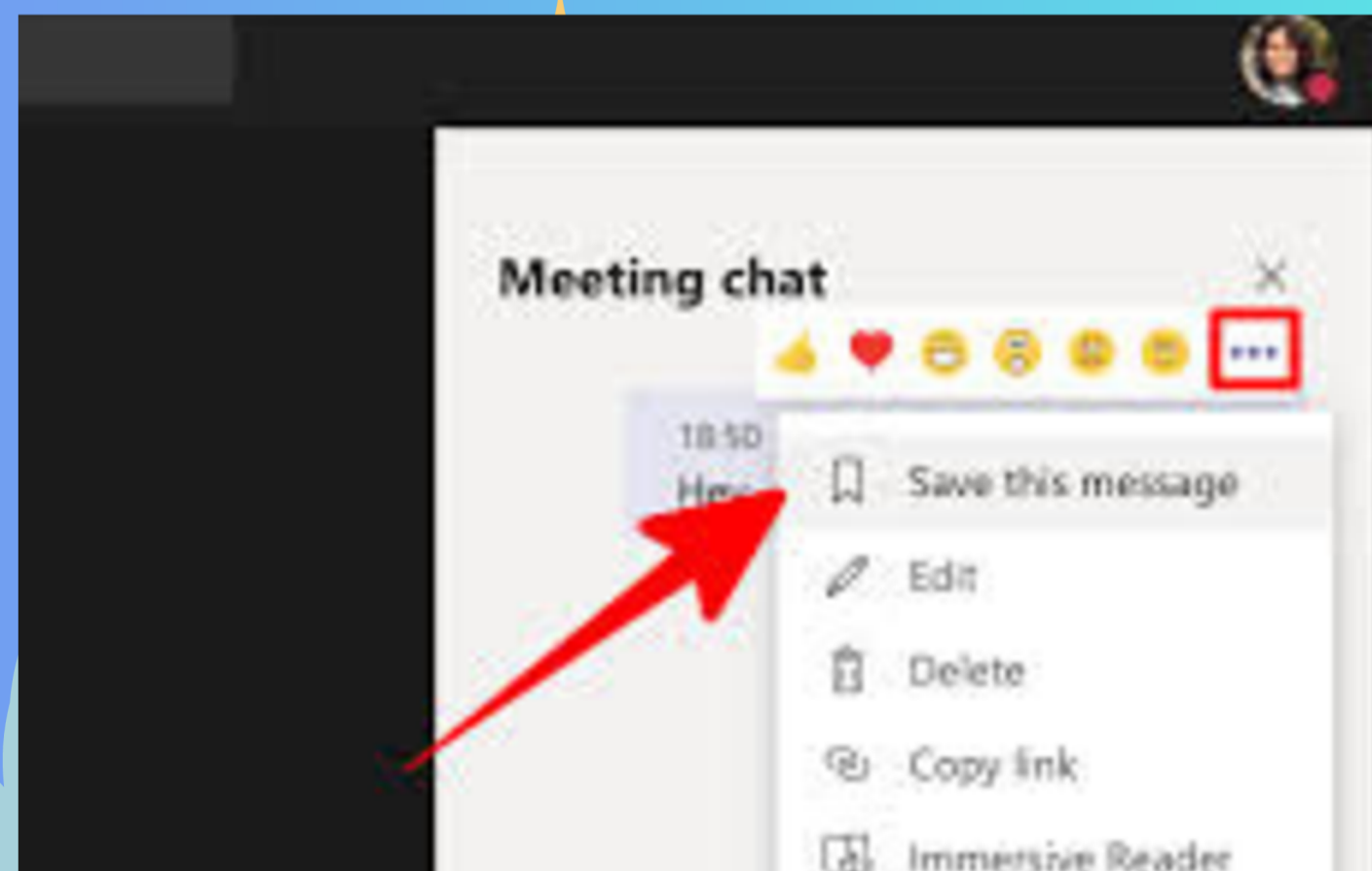
Just On The Left  
Side, you can click  
on Calendar



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

5

In The Top - right coner  
you'll see the New  
metting



click Save & your  
good to go !