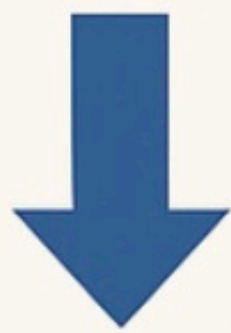


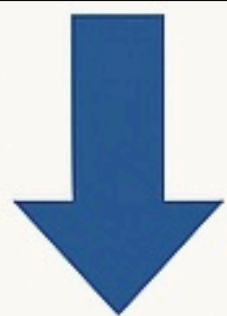
How to create a new team meeting?

*I will show you
step by step*

Open Microsoft Teams
and click on Calendar



Click on " + " in the lower corner



In new event fill in
the details(title, guests,
time...)

Finally, press DONE

A screenshot of the 'New meeting' form in the Microsoft Teams app. The form has a title bar 'New meeting' with a close button (X). Below the title bar are three input fields: 'Title', 'Add guests', and 'Add eventor'. At the bottom, there is a checkbox labeled 'triclue 4 mannel'.

Mohammed Raza