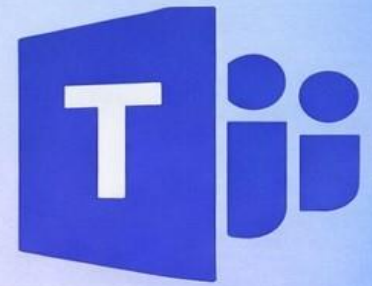


# How to Create a New Meeting in Microsoft Teams



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**Student ID: 2532056** This poster provides a detailed guide on how to create a new meeting in Microsoft Teams. It explains each step clearly, starting from opening the application, navigating to the calendar, and selecting the "New Meeting" option. It also includes how to enter meeting details such as the title, date, time, and participants. Finally, it shows how to review and send the meeting invitation. This guide is useful for students and professionals who want to improve their digital communication and collaboration skills.

**Lecturer: Dr. K. Oseni**

## Step 1

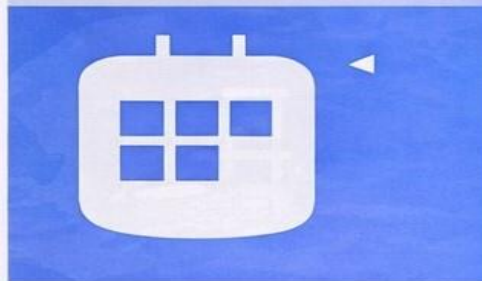
Open Microsoft Teams.



Launch the Microsoft Teams application or go to [teams.microsoft.com](https://teams.microsoft.com).

## Step 2

**Click Calendar**  
(on the left sidebar).



In the left sidebar, click on the Calendar icon to open the calendar view.

## Step 3

**Click "New Meeting"**  
(top right corner).



In the top right corner of the calendar view, click on the "New Meeting" button.

## Step 4

**Add the following details:**

- Enter a title for your meeting,
- Select the date and time,
- Add participants by entering their email addresses.

## Step 5

**Click Send.**

Review all the details, then click the "Send" button to schedule your meeting.

## Reference

Google (2026).

*Microsoft Teams meeting guide and support documentation.*

Available at: [www.microsoft.com](https://www.microsoft.com)

