



# How to Create a New Meeting in Microsoft Teams

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## Description

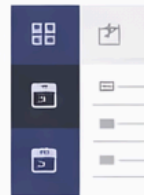
This poster provides a detailed guide on how to create a new meeting in Microsoft Teams. It explains each step clearly, starting from opening the application, navigating to the calendar, and selecting the "New Meeting" option. It also includes how to enter meeting details such as the title, date, time, 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.

### Step 1: Open Microsoft Teams



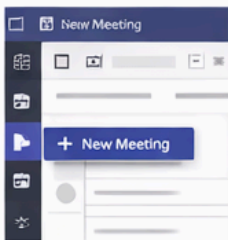
Launch the Microsoft Teams application on your device or open it in a web browser by going to the official Microsoft Teams website.

### Step 2: Click Calendar



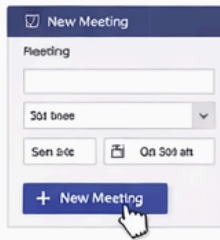
In the left sidebar, find and click on the **Calendar** icon to access the meeting scheduling section.

### Step 3: Click "New Meeting"



At the top right corner of the calendar page, click the **"New Meeting"** button to begin creating your meeting.

### Step 4: Add the following details



Enter all the required information, including the meeting title, **date**, **time**, and add participants by typing their email addresses correctly.

### Step 5: Click Send



After checking all the details carefully, click the **"Send"** button to schedule the meeting and send invitations to participants.

thankfully to my teacher.to support me to create poster.

## Reference:

Google (2026). *How to create meetings in Microsoft Teams*. Available at: [www.microsoft.com/teams](http://www.microsoft.com/teams)