

HOW TO CREATE A MEETING IN TEAMS

Step 1
Open your
calendar in Teams

Step 2
Choose **New Meeting**



The screenshot displays the Microsoft Teams calendar interface. On the left, a dark sidebar contains navigation icons for Activity, Chat, Teams, Calendar (highlighted), Calls, Files, and a menu icon. The main content area is titled 'Calendar' and shows a weekly view for August 2020 - September 2020. The days shown are 31 Monday, 01 Tuesday, 02 Wednesday, 03 Thursday, and 04 Friday. The time slots range from 4 AM to 7 AM. In the top right corner, there are two buttons: 'Meet now' and '+ New meeting'. A red dashed line is visible at the bottom of the calendar grid, and a small white box is present in the bottom right corner of the grid.

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New meeting Details Scheduling Assistant 3 Send Save Close

Time zone: (UTC-04:00) Atlantic Time (Canada) ▾

✎ Add title **1 Name your meeting**

👤 Add required attendees **2 Invite people.**

📅 Sep 4, 2020 8:00 AM ▾ → Sep 4, 2020 8:30 AM ▾ 30m All day

🔄 Does not repeat **Set a recurrence if the meeting will repeat each week or month**

📁 Add channel **OR** **Add a Teams channel if you created one**

📍 Add location

🔧 **B** *I* U ~~S~~ | Paragraph ▾ |

Type details for this new meeting **After you Save, the link to your meeting will be in the details and in your Channel if you added one**

Copy and paste the link into an announcement or calendar in Brightspace.