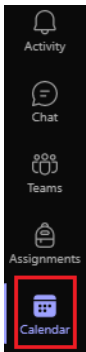


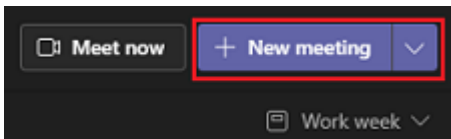
How to schedule a meeting within Teams.

When you want to schedule a meeting within the Teams app.

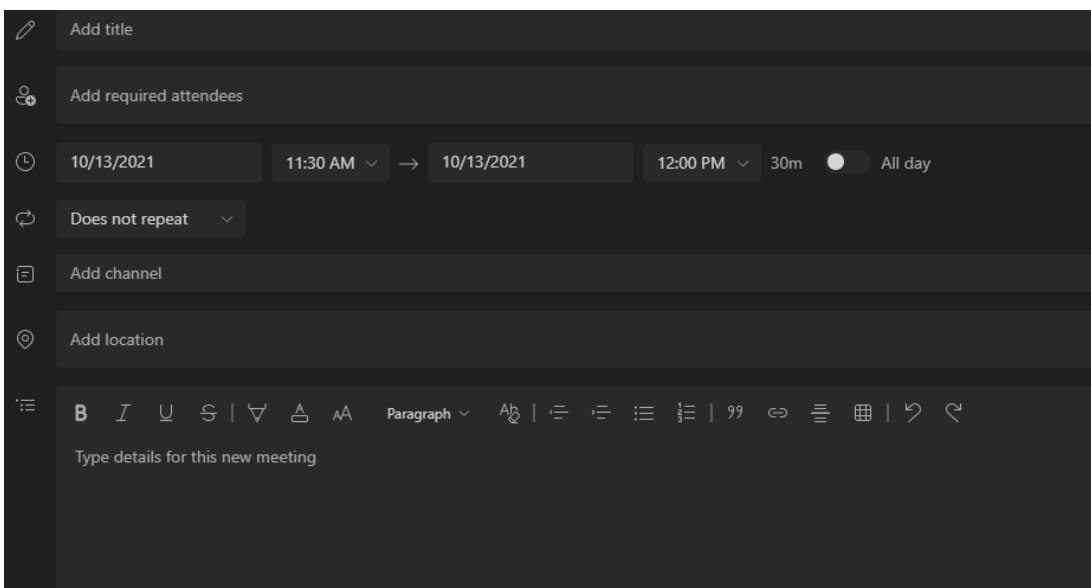
1) In Teams, select **Calendar**  view.



2) In the top right corner, select **+New Meeting**



3) Fill out all information that is needed such as attendees and date.




4) Select **Save** in the top right corner.

Save

Close



You can also choose  if you want to start a meeting right away instead of scheduling it for later.

Revision #1

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