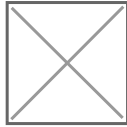
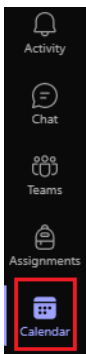


How to schedule a meeting within Teams.

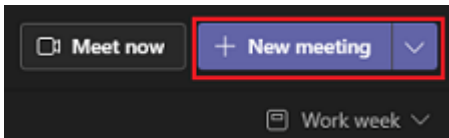
When you want to schedule a meeting within the Teams app.



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.



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