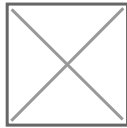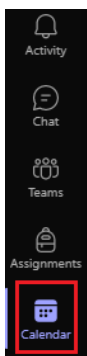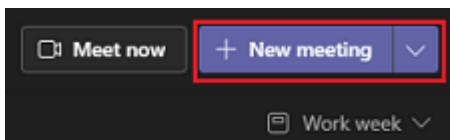# How to schedule a meeting within Teams.

When you want to schedule a meeting within the Teams app.
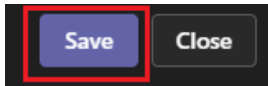
1) In Teams, select **Calendar** view.

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.

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