**SETTING UP A COLLOBARATIVE TOOL FOR A MEETING**

**Step 1.** Create a Microsoft outlook account

**Step2:** downloaded MS TEAMS

**Step 3:** Login your Microsoft outlook account to teams

**Step4:** In the Teams calendar, select New meeting. On the New meeting page, select Require registration and then either For people in your org or For everyone

**Step 5:**Then, go to ‘Add required attendees’ to add the people you want to invite to the meeting. You can invite users from both within and outside your organization. To invite users from your organization, type their names. Teams will provide suggestions from the members within your organization. Click their name to add them

**Step 6:** After you create a meeting in Teams you will see the meeting link so you can grab the link from there or immediately go into the meeting and grab the "meeting details" copy and send an email.

**NB:** You can Join a Microsoft Teams Meeting on Your Desktop or the Web by the following ways :

* Join From a Chat or Channel. Whether the meeting is about to begin or already in progress, you can join from the Chat section of Teams. If the meeting ...
* Join From the Calendar.
* Join From a Link.
* Join From a Notification.