

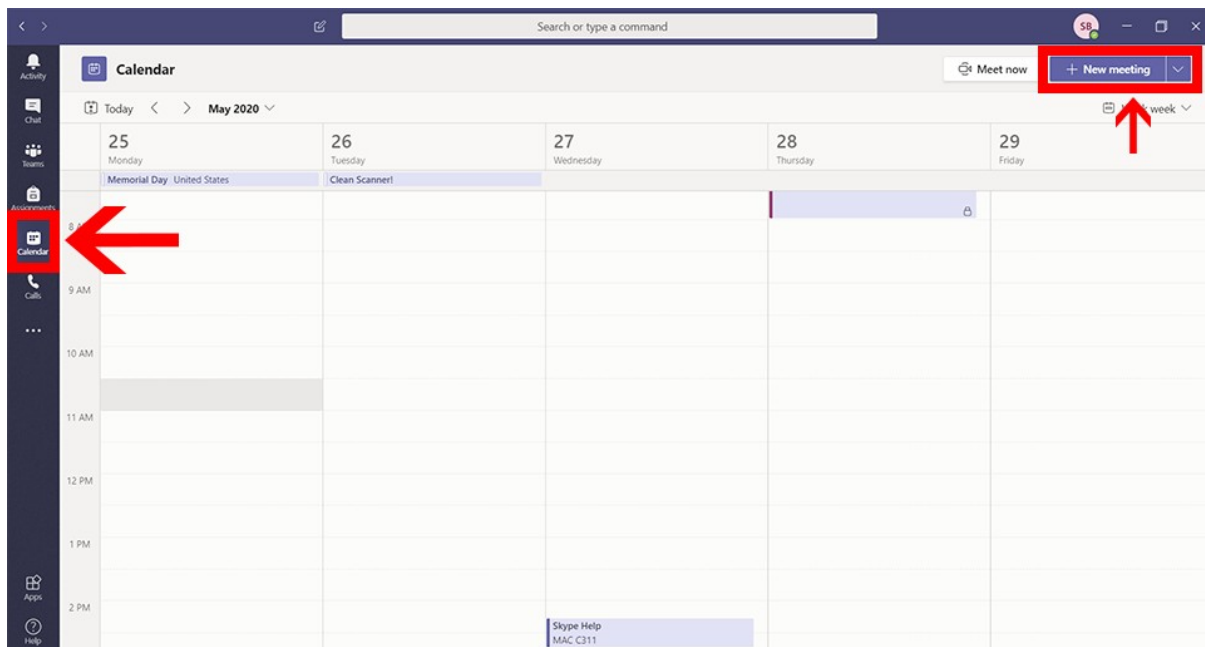
How to use Microsoft Teams

Step 1: Sign up with email address

1. Go to products.office.com/microsoft-teams, and click on **Sign up for free**.
2. Select the appropriate option (For school / Organization)
3. Add the final details and select **Set up Teams**.
4. Choose how to open and use Teams: **Download the Windows app**
5. Visit <https://www.microsoft.com/en-in/microsoft-365/microsoft-teams/download-app> and click on "Download for Desktop". Save the setup file in your computer and run the setup to install the software.
6. Sign in with your email id and password

Step 2: Create meeting invite

1. Select **Calendar** on the left-side of the Teams application window, then select **New Meeting** in the top-right.



3. Fill in the meeting's information:

- Add a title to your meeting.
- Invite attendees in the "Add required attendees" field. Attendees can be invited by typing in their email address. Click on the search result or hit ENTER on your keyboard to add a person to the list of attendees and continue adding additional attendees as needed.
- Enter the start and end date and times for your meeting.

- If your meeting has a physical location, enter it in the "Add location" field.
- Type any relevant details to include in the body of your invitation.

Step 3: Send invite to attendees

Click the **Send** button in the top-left of the new event window to create your event and send the email invitation to the attendees. The event invitation will include the instructions for joining the Teams meeting.

The screenshot shows the 'New Meeting' form in Microsoft Teams. The 'Send' button in the top-left toolbar is circled in red. Red arrows and text provide instructions for various fields:

- Add a title** → **Add a meeting title** (points to the title field)
- Invite attendees** → **Invite attendees by email** (points to the 'Invite attendees' field)
- Set the date and time of the meeting** (points to the date and time fields)
- Make it a Teams Meeting** (points to the 'Add online meeting' dropdown, which has 'Teams meeting' selected)
- Include any relevant meeting details in the body** (points to the description field)

The form includes fields for title, attendees, date/time, repeat, location, reminder, and description. The 'Add online meeting' dropdown is open, showing 'Skype meeting' and 'Teams meeting' options.