



# Teams: Creating a Team and Starting Meetings

## Steps to Follow

1. Log into Microsoft Teams
2. Select the compose message icon on the left-hand side of the screen (Figure 1).
3. Add the participants (Figure 2).

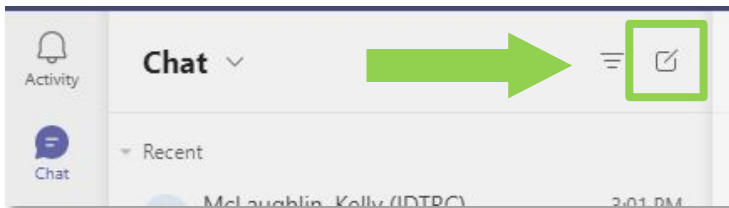


FIGURE 1

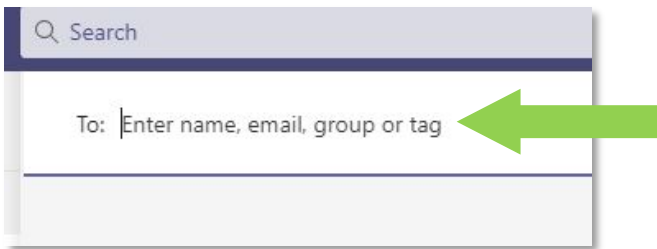
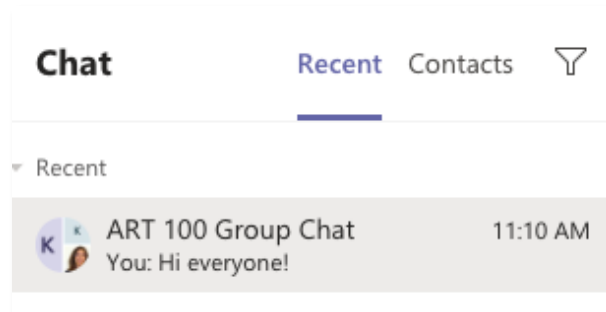


FIGURE 2

4. A new group will now show up on the left-hand side (Figure 3).

FIGURE 3





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5. Within the chat you are able to add others (Figure 4).

FIGURE 4



6. The call and video chat feature are located in the upper right-hand corner (Figure 5).

FIGURE 5

