

# How to arrange a meeting in Microsoft Teams



**Northumbria University**  
NEWCASTLE

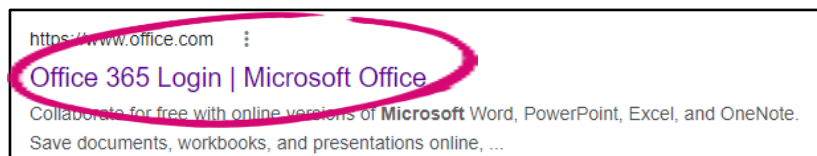
Microsoft Teams is used to have online lectures and include audio, video, and screen sharing. Teams allows you to communicate with your lecturers and students. Creating, attending, and running meetings is a core task when you are using a distance learning platform.

## Logging into Office 365

### Step 1

To get started, type **Office 365** in the Chrome browser.

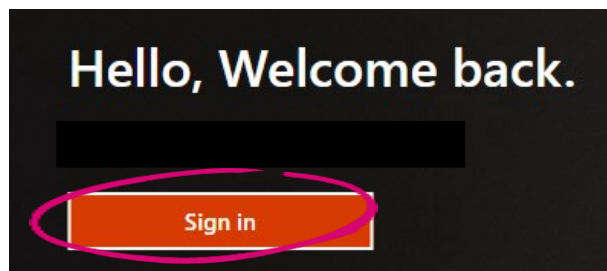
Click on the link provided.



### Step 2

You will be presented with a welcome screen.

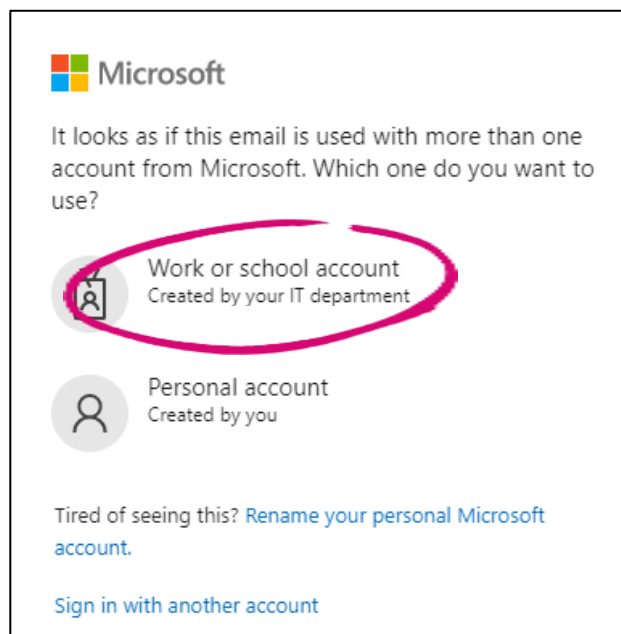
Press the **Sign in** button.



### Step 3

You will be presented with a Microsoft user account window.

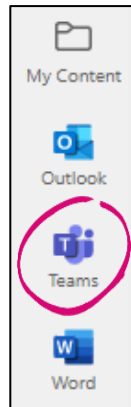
Select the Work or school account option



# Accessing Microsoft Teams

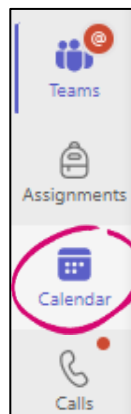
## Step 1

Click on the **Teams icon** within the organisational suite.



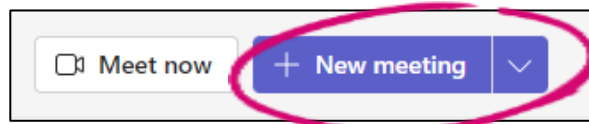
## Step 2

Click on the **Calendar icon**.



## Step 3

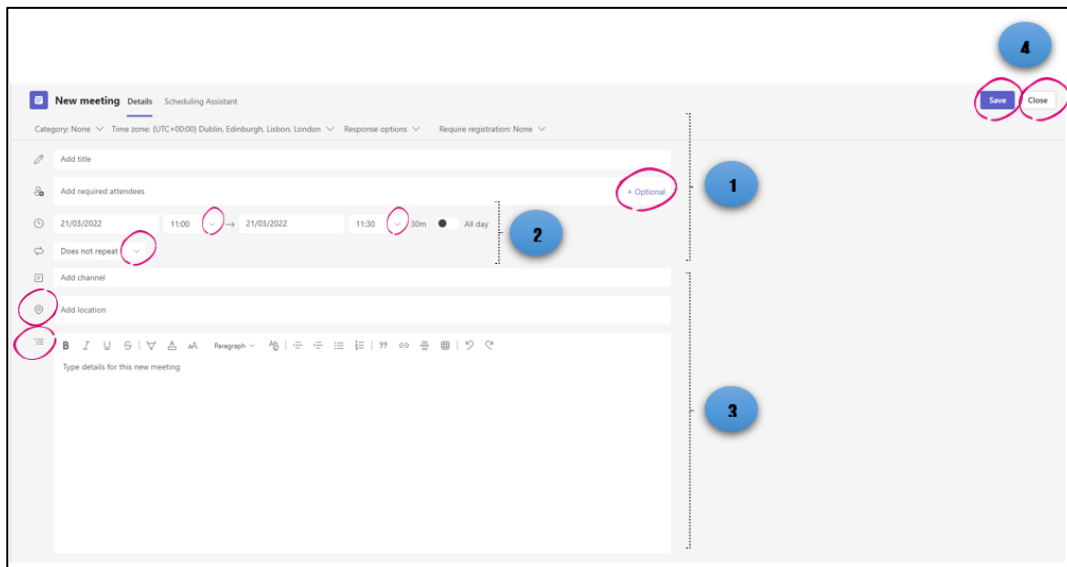
Click on the New Meeting button at the top right of the calendar page.



## Step 4

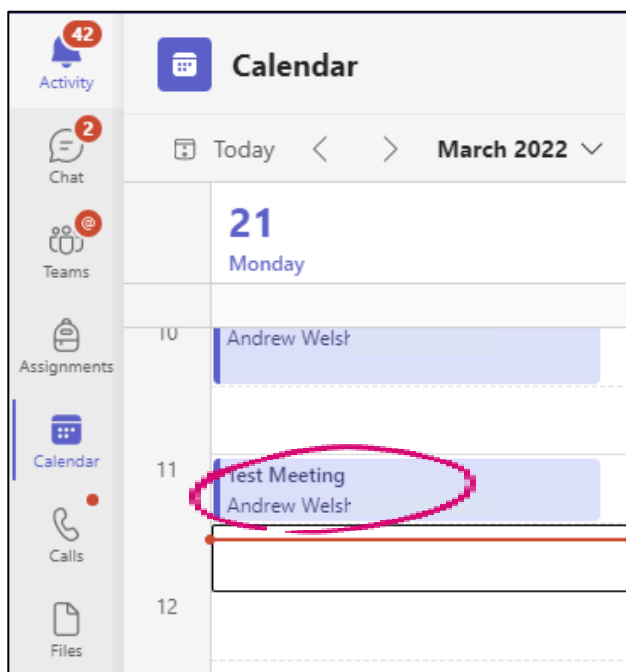
Within the **New meeting** panel, you can change the meeting settings:

1. **Add a title** to your meeting. You can add attendees by selecting the **Optional** drop-down menu (*Attendees must have a Northumbria email account*)
2. Enter the **date** of the meeting. Using the drop-down menu, you can select the start and finish time. You can also toggle the switch to have an **All day** meeting if appropriate. You can also **Repeat** the meeting on a set day if necessary.
3. Type in a description of the meeting if you wish to do so. Customise the text by using the tool bar options. (Add links and format the text). Select a **location** and a **channel** if necessary.
4. Select **Save** or **Close** once complete.



### Step 5

The new meeting will appear within your **Teams** calendar.



24  
HOURS

IT SUPPORT – AVAILABLE  
24 HOURS, 7 DAYS A WEEK

**Online** [northumbria.ac.uk/StudentIT](http://northumbria.ac.uk/StudentIT)

**Chat** [northumbria.ac.uk/itchat](http://northumbria.ac.uk/itchat)