
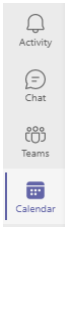
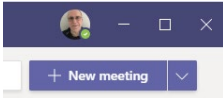
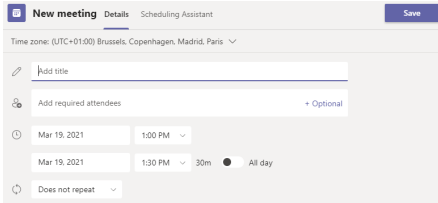
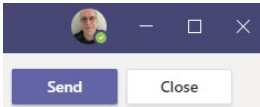




Create a meeting in the Calendar app in MS Teams

Process	Description	Activity
Open Microsoft Teams	Find the app Microsoft Teams on your PC and open it.	
Open Calendar	When you have opened Microsoft Teams, click on Calendar in the left side. <i>If you don't have the Calendar app in the left side, you can add it under Apps in the bottom left corner.</i>	
Create a meeting	In the upper right corner, click the button " + New meeting "	
Add title, attendants, and date	Here you have to , Add title, Add required attendees , and set the date and time for the meeting/exam. <i>When you have entered a required attendant, the button changes from Save to Send.</i>	
Send the notice of meeting	Press the button 'Send' <i>After sending the notice of meeting you can reopen the meeting and edit the settings.</i>	



Set the meeting options

Click on the link Meeting Options and it will open in your browser. The below options can be set:

- Who can bypass the lobby?
- Always let callers bypass the lobby
- Announce when callers join or leave
- Who can present?
- Allow attendees to unmute
- Allow meeting chat
- Allow reactions

It is only you as the meeting organizer who can set/edit meeting options.

