



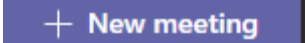
Ritchie County Middle School

MICROSOFT TEAMS CHEAT SHEET *Creating a Meeting Using Your Computer*

Step 1: Login to your Office 365 Email.

Step 2: Select the Teams Tab  Teams from your Office 365 Waffle.

Step 3: Select the Calendar Tab  from the left side of your screen.

Step 4: Click New Meeting  on the top left of your screen.

Step 5: Add the title as the assignment name and the date of the Assignment. Then select the date and time of the meeting, and select your class from the add channel section. Finally, click send on the top right corner of the screen.

