

# Creating a Team and Starting Meetings

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

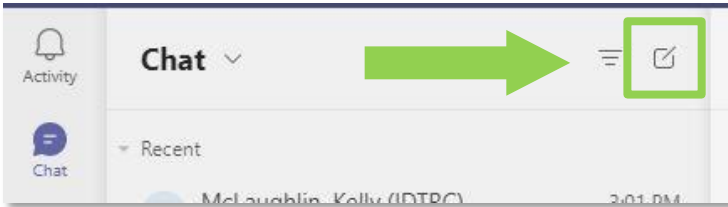


FIGURE 1

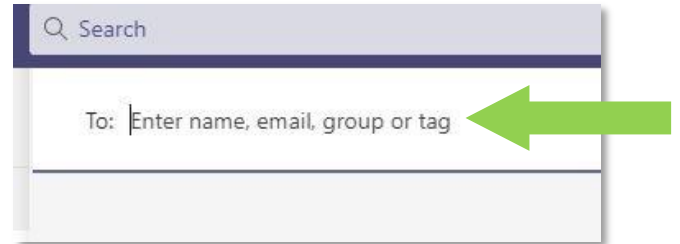


FIGURE 2

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

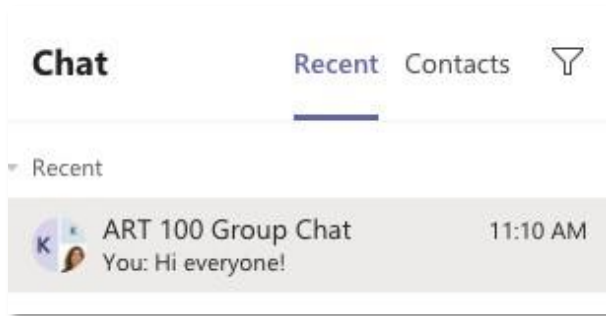


FIGURE 3

5. Within the chat you can add other participants (Figure 4).
6. The call and video chat feature are in the upper right-hand corner (Figure 5).

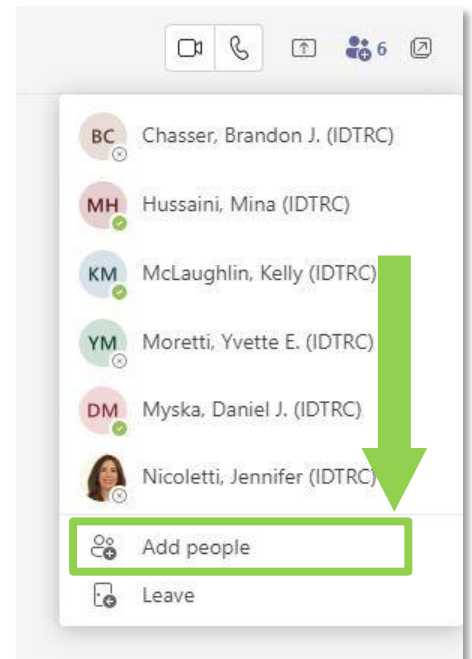


FIGURE 4



FIGURE 5