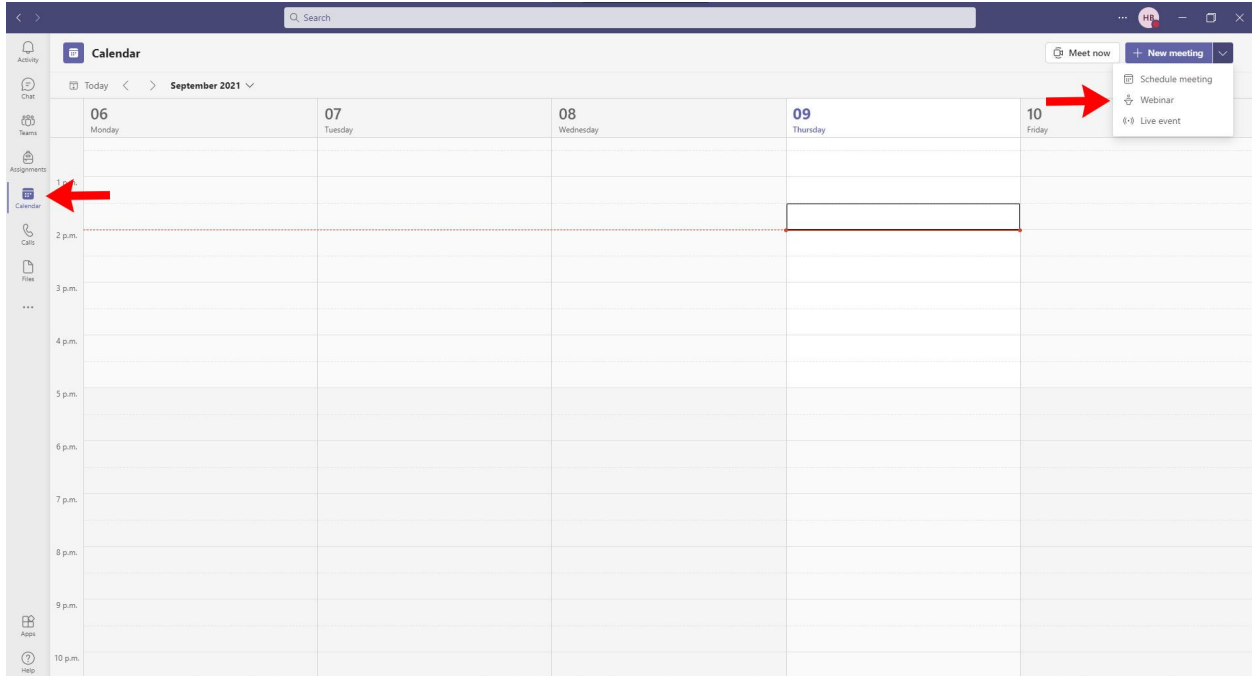


How to Create a Webinar in Microsoft Teams

Scheduling a Webinar

Step 1: Within MS Teams, click on the **Calendar** tab on the left side of the screen. Then click on the downward arrow next to **New Meeting** and select **Webinar**



Step 2: Choose the settings for your meeting, such as title, required presenters, start and end time, location (if applicable), and any details necessary. Once you have finalized the details of your webinar, click Send.

