

# Step 1


## Create a new meeting and invite attendees

The screenshot displays a meeting creation interface. At the top, there is a 'Send' button and a dropdown menu. Below this, the meeting title is 'Test Meeting'. The attendees field is empty, with an 'Optional' checkbox to its right. The date is set to 11/3/2025, and the time is 6:00 PM to 6:30 PM. There are options for 'Make recurring' and 'All day'. A 'Find a Time' link is visible. The 'Add a room or location' field is empty. The 'Teams meeting' toggle is checked. At the bottom, there is an 'Add an agenda' field. On the right, a calendar view shows the meeting scheduled for 6:00 PM - 6:30 PM on Monday, November 3, 2025. Blue arrows point to the 'Send' button, the 'Optional' checkbox, and the 'Teams meeting' toggle.

Click 'Meeting Options' at the top

**Event** Scheduling Assistant

 Meeting options |  Response options ▾ |  Busy ▾ |  15 minutes before ▾ |  Categorize

 Send | ▾

• Calendar (. @southstatetech.com) ▾

 **Test Meeting**



Optio

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