

Calendar sharing in Microsoft Teams

Microsoft Teams comes with a number of features intended to improve collaboration among team members. One of the most useful features is the shared Microsoft Team calendar, which makes it possible for team members to strategize and meet project deadlines effectively.

- In Microsoft Teams, select the "+" icon under the navigation menu for the channel. In "Add a Tab" option you'll see an assortment of different tab types.
- Select "Channel calendar."
- On the Tab Name, you can name your group calendar with any descriptive title.

