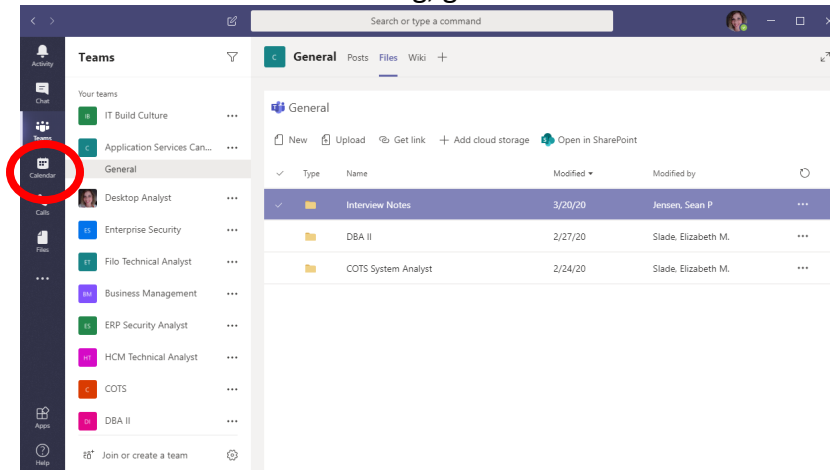
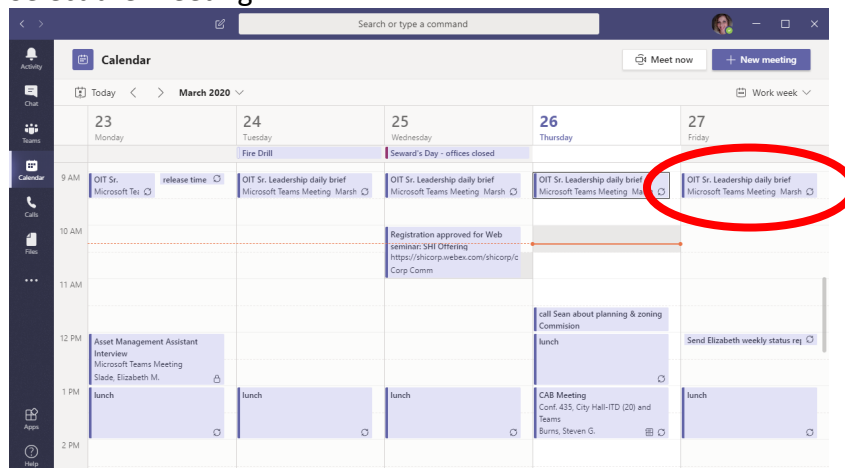


Take meeting notes in Teams

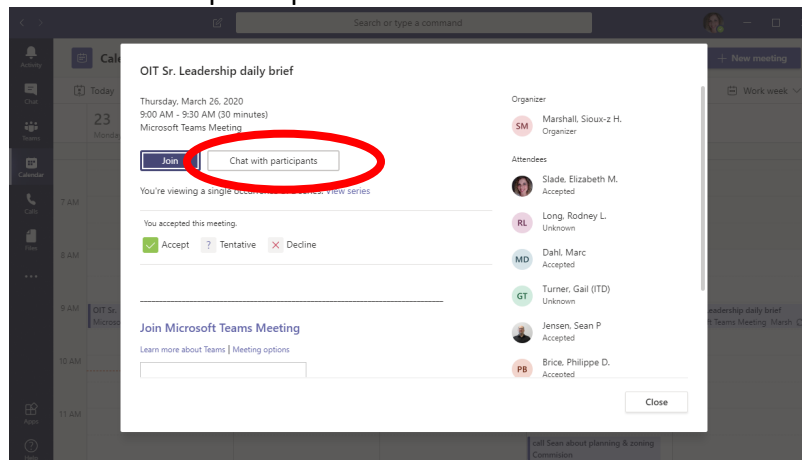
1. To take notes before a meeting, go to Calendar on the left side of the app



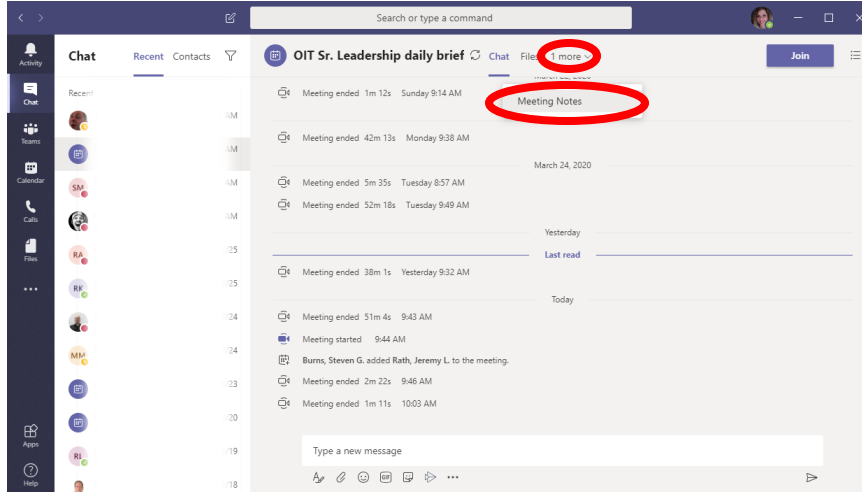
2. Select the meeting



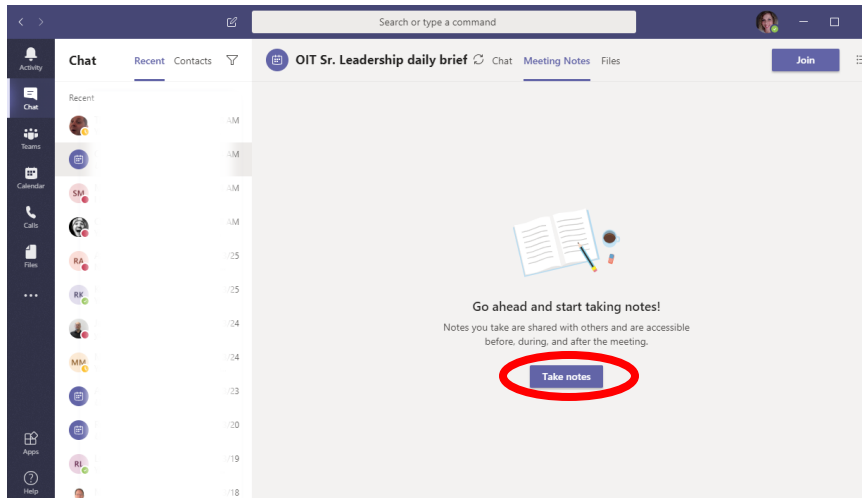
3. Click Chat with participants.



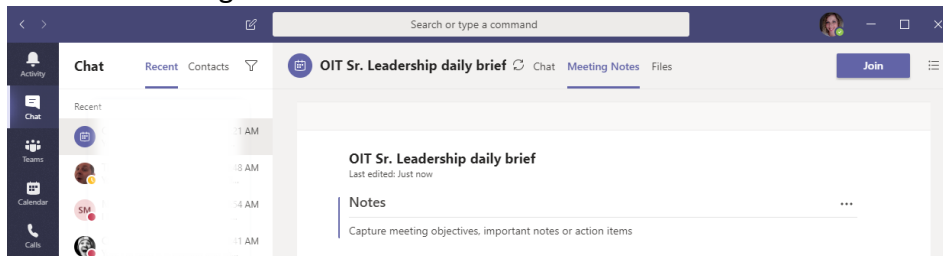
4. Select the Meeting Notes tab, then click Start taking meeting notes.



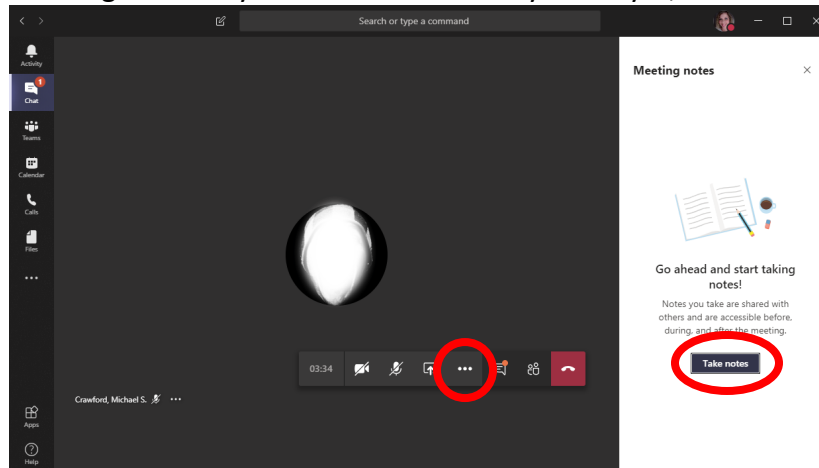
5. Click Take notes



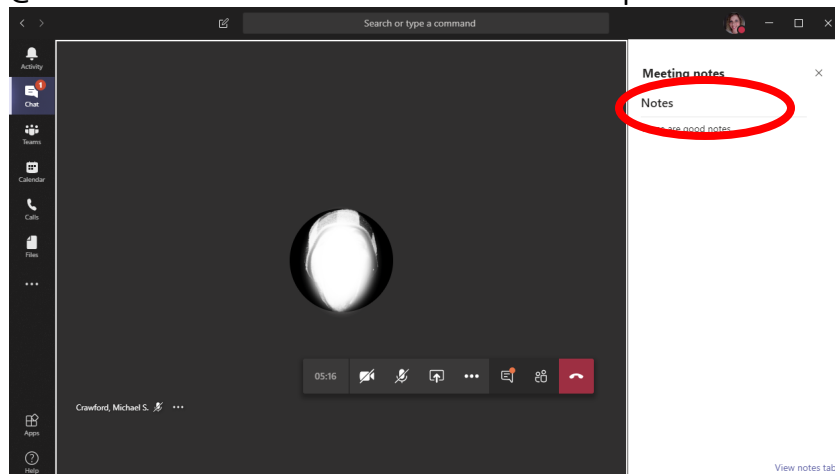
6. Add the agenda or other important discussion points. @mention people to get their attention or assign action items.



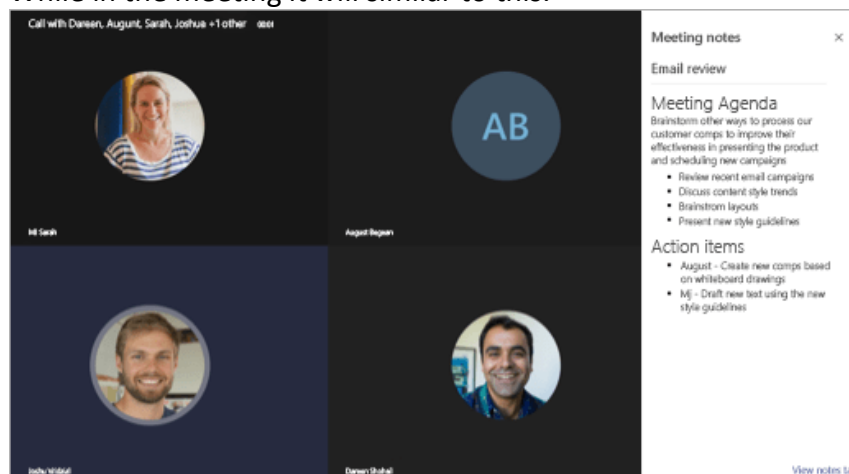
7. Once you're in the meeting, click the three dots aka More Options, and select meeting notes. If you have not taken any notes yet, click Start taking meeting notes.



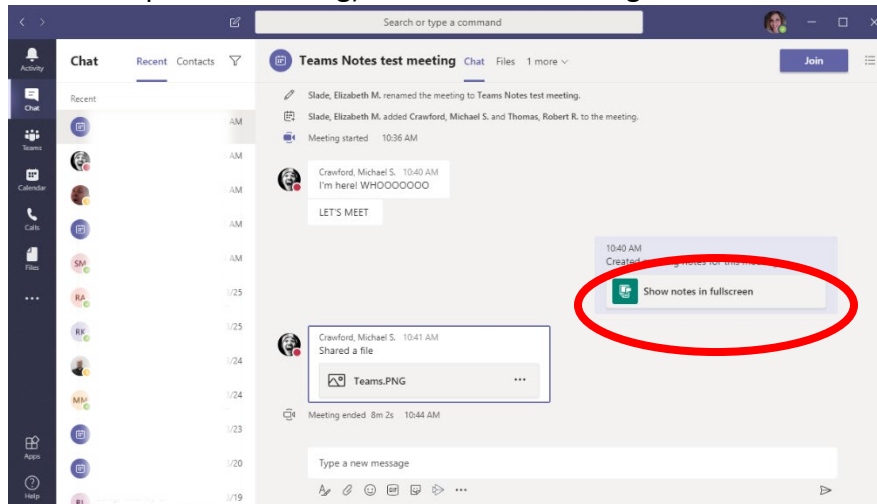
8. Start typing your notes. To add a new note, click Add a new section here. Use @mentions to draw someone's attention to a specific note or assign an action item.



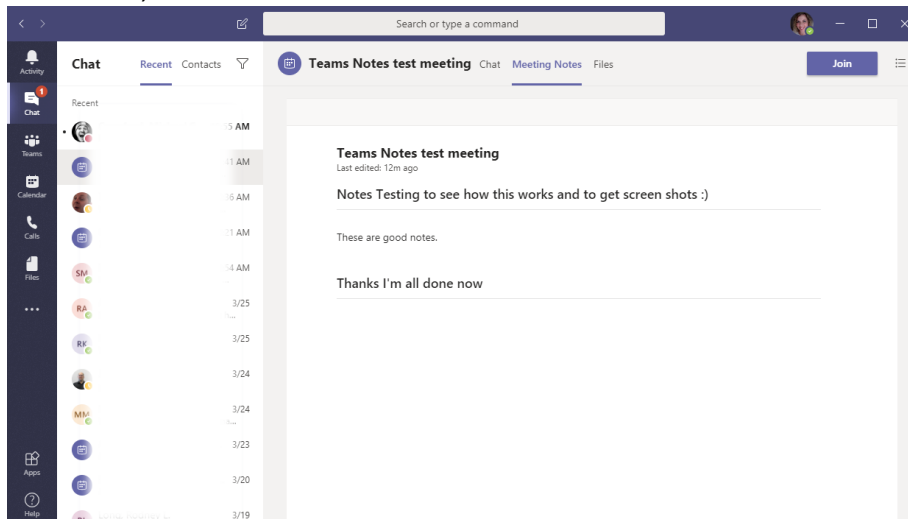
While in the meeting it will similar to this.



9. After the meeting. Go to the channel where the meeting occurred (or the meeting chat for a private meeting) and find the meeting.



10. Beneath it, click Show notes in fullscreen.



Notes will show up in a Wiki tab, and you can read, edit, or add more notes.