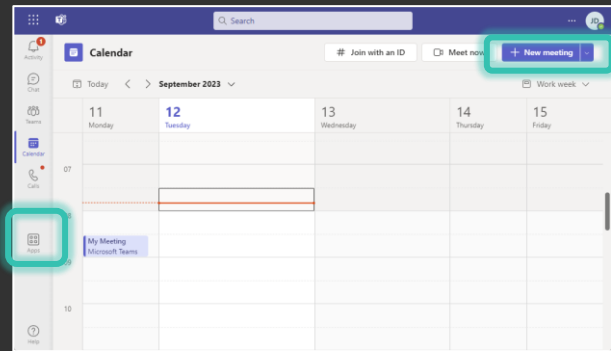


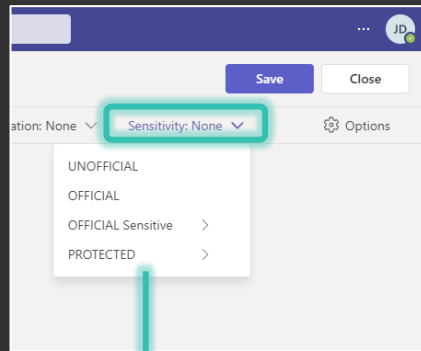
Create a GovTEAMS meeting

Only people who have a GovTEAMS PROTECTED account can be invited to meetings.

1 Ensure you are logged into Teams with your GovTEAMS PROTECTED account. Open your Teams calendar and select New Meeting.

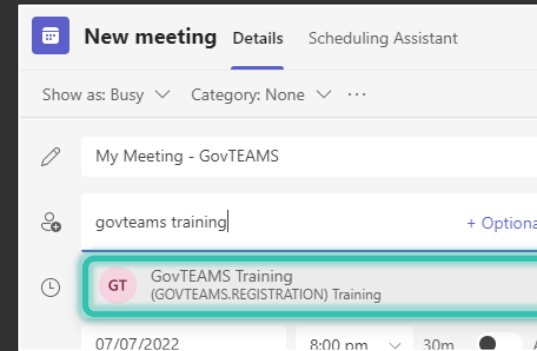


2 Select the appropriate sensitivity label.

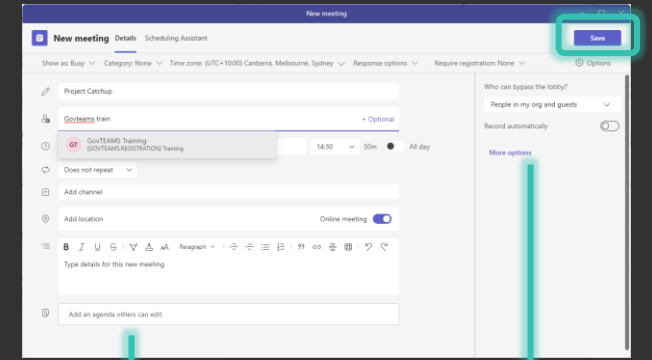


Please refer to the [Protective Security Policy Framework](#) for information details how to correctly assess the sensitivity or security classification of information.

3 Give the meeting a title. Start typing the name of the people you want to invite and select from the list.



4 Complete the rest of the information and Save.



Add agenda and notes

Change your meeting options

Note: If you create a meeting using an iOS device it will automatically default to the PROTECTED sensitivity label, and you will be unable to change it via iOS.