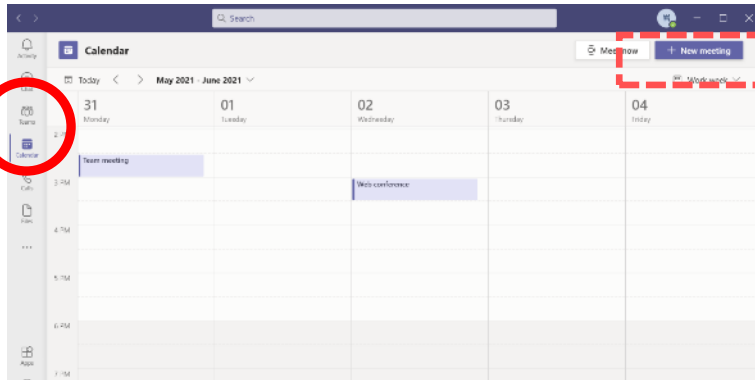


2. Issuing invitations

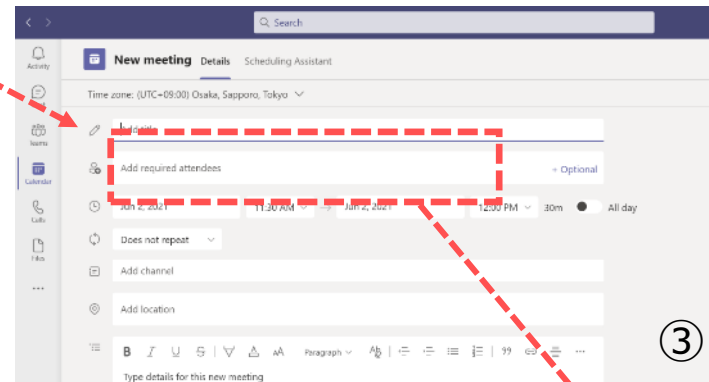
First arrange a meeting time and date with the relevant parties. Then issue a meeting invitation using the online meeting tool.

Issue invitations using the online meeting tool Teams[®]

① Click "New meeting"



② Add the attendees



③ Click "Save"

