



1 Step



ACTION & NOTES

preview.pdf

2 Step



ACTION & NOTES

preview.pdf

The screenshot shows a Microsoft Teams calendar interface. At the top, there is a search bar with the text "Press ⌘ G to go right to a chat or channel". Below that, there is a notification area with the text "Please allow Teams notifications." and a "Manage OS settings" button. The main calendar area shows a weekly view for "08-12 June, 2026". The days are labeled: "09 Tue", "10 Wed", "11 Thu", and "12 Fri". A "New" button is visible in the top right corner of the calendar area, with a tooltip that says "Create a new event." A red arrow points to this button. The calendar grid is mostly empty, with a blue bar at the bottom of the Friday column.

Microsoft Teams interface showing the "New event" dialog. The event title is "StepGrabFlow". A red arrow points to the "Invite required attendees" field. The event is scheduled for Friday, June 12, 2026, from 23:00 to 23:30. The "Teams meeting" toggle is turned on.

Not getting Teams notifications? You'll need to change your OS settings to allow Teams notifications.

Calendar

June 2026

Event

Series

Busy

Event title: StepGrabFlow

Invite required attendees

Fri 12.06.2026 23:00 - 23:30

Scheduler

Add a room or location

Teams meeting

Add an agenda

3 Step



ACTION & NOTES

Microsoft Teams interface showing a "New event" dialog box. The event title is "StepGrabFlow". The time is set to "Fri 12.06.2026 23:00 - 23:30". A red arrow points to the time field. The "Teams meeting" toggle is turned on. The background shows a calendar view for June 2026.

4 Step



ACTION & NOTES

preview.pdf

5 Step



ACTION & NOTES

Not getting Teams notifications? You'll need to change your OS settings to allow Teams notifications.

Calendar

June 2026

M	T	W	T	F	S
1	2	3	4	5	6
8	9	10	11	12	13
15	16	17	18	19	20
22	23	24	25	26	27
29	30	1	2	3	4
6	7	8	9	10	11

New event

Event | Series | Busy | Location | Lock | Print

StepGrabFlow

stud

- W** WU Study Service Ce... External
ssc@wu.ac.at
- WS** WU Wien - Studienne... External
anerkennung@wu.ac.at
- SC** Study Service Center External
support@wu.ac.at
- I** individuelle.studien External
individuelle.studien@wu.ac.at
- SC** Student chweber
studchw@wu.onmicrosoft.com

Show more results

Add an agenda

Not getting Teams notifications? You'll need to change your OS settings to allow Teams notifications.

Calendar

June 2026

M	T	W	T	F	S
1	2	3	4	5	6
8	9	10	11	12	13
15	16	17	18	19	20
22	23	24	25	26	27
29	30	1	2	3	4
6	7	8	9	10	11

New event

Event | Series | Busy | [Icons]

StepGrabFlow

W WU Study Service Center ... Unknown

Fri 12.06.2026 23:00 - 23:30 Scheduler

Add a room or location

Teams meeting Options

Add an agenda

6 Step



ACTION & NOTES

Not getting Teams notifications? You'll need to change your OS settings to allow Teams notifications.

Calendar

June 2026

M	T	W	T	F	S
1	2	3	4	5	6
8	9	10	11	12	13
15	16	17	18	19	20
22	23	24	25	26	27
29	30	1	2	3	4
6	7	8	9	10	11

Activity | Chat | Teams | Assignments | Calendar | Calls | OneDrive | Apps

New event

Event | Series | Busy | Location | Lock | Print

StepGrabFlow

W WU Study Service Center ... Unknown

Fri 12.06.2026 23:00 - 23:30 Scheduler

Start date	Start time	End time
12.06.2026	23:00	23:30

All day Recurring

Time suggestions ⓘ

Couldn't find any times
Please adjust your selections and try again, or look for times manually.

Add an agenda

7 Step



ACTION & NOTES

Not getting Teams notifications? You'll need to change your OS settings to allow Teams notifications.

Calendar

June 2026

M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5
6	7	8	9	10	11	12

Activity
Chat
Teams
Assignments
Calendar
Calls
OneDrive
Apps

Add calendar
My calendars
Kalender
Show all

New event

Event | Series | Busy | Location | Lock | Print

StepGrabFlow

W WU Study Service Center ...
Unknown

Fri 12.06.2026 23:00 - 23:30 Scheduler

Start date: 12.06.2026 | Start time: 23:00 | End time: 23:30

June 2026

M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5
6	7	8	9	10	11	12

Couldn't find any times
selections and try again, or look for times manually.

Today

8 Step



ACTION & NOTES

9 Step



ACTION & NOTES

preview.pdf

The screenshot shows a calendar application window. The window title is "Fri, 19 Jun, 2026". The calendar grid displays dates from 15 to 23. A red bar is visible on the 23rd, labeled "23:00 - 23:30". A red arrow points to a "Save" button in the top right corner of the window. The window also contains a toolbar with icons for undo, redo, and other actions, and a "Scheduler" button.