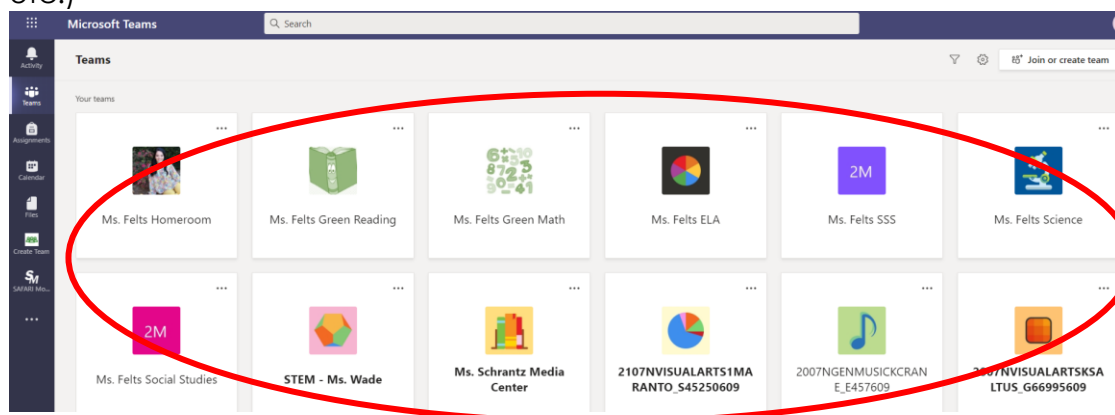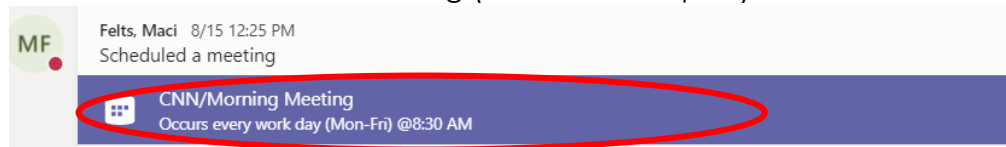# Adding Meetings to Your Calendar

If your class meetings are not showing on your calendar, follow the steps below to add them to the calendar.
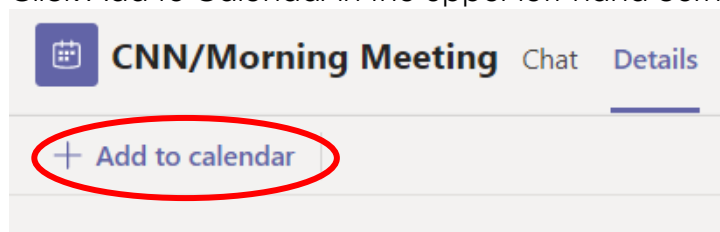
1. Log into Teams.

2. Click on the Teams tab on the left.

3. Click on the class that is missing from your calendar (Examples: Homeroom, Science, PE, Art, etc.)

4. Click on the scheduled meeting (click the blue part).

5. Click Add to Calendar in the upper left-hand corner.

6. Click Close on the upper right-hand corner. The meeting should now be added to your calendar.

7. Repeat the steps for any other classes that are missing from the calendar.