## 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.)

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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.