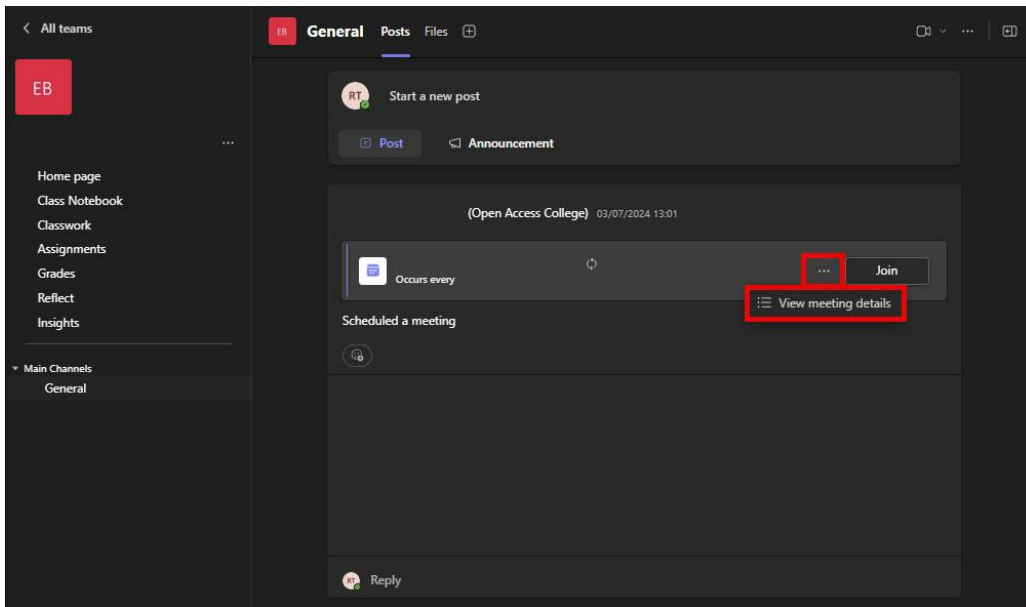
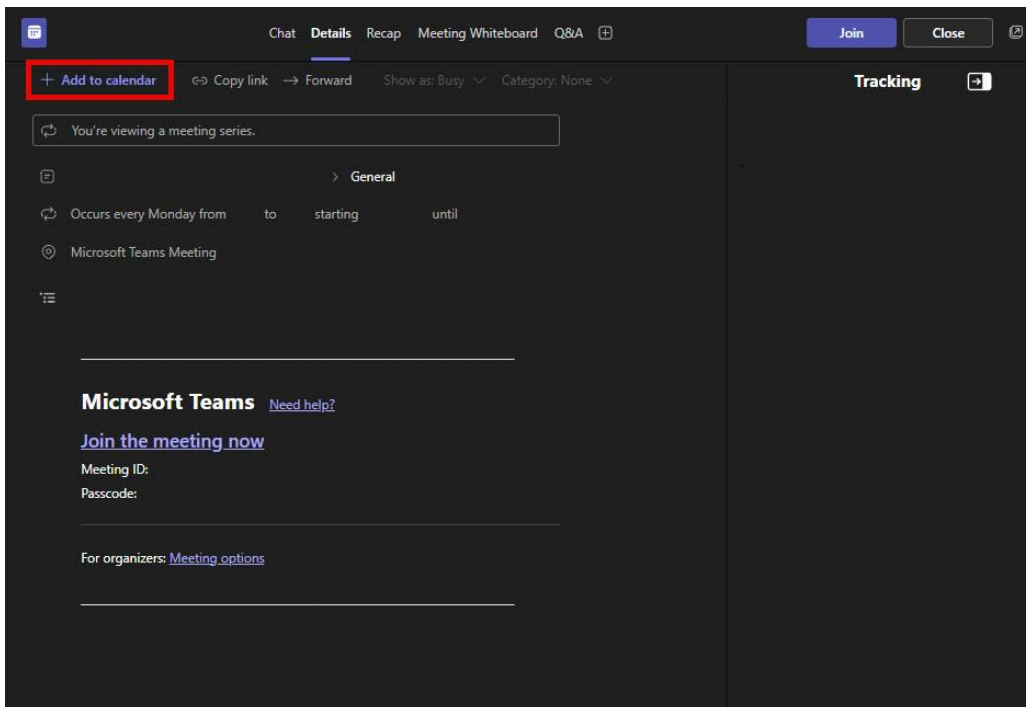


## Adding Teams meetings to calendar

1. In Microsoft Teams, select the [...] button and select View meeting details  
**NOTE:** You can also select anywhere on the meeting tile that isn't the Join button



2. Click on the Add to calendar button in the top-left corner



If you do not see the “Add to calendar” option, it usually means:

- EITHER** the meeting is already in your calendar
- OR** the organiser has already added you as an attendee

Meetings scheduled through Outlook or Teams calendar are automatically added, so no action is required.