HOW TO DELETE OLD OR CANCELLED MEETINGS FROM YOUR CALENDAR

1
Click on your Calendar on the left of your Teams screen

2
Right click on what you want to delete
3a
Hover on “Remove from calendar” then click “series”
If this is not option is not available, see step 3b below

3b
Hover on “Decline” then click “series”
HOW TO HIDE YOUR OLD CLASSES FROM YOUR TEAMS TILES

1. Click on the 3 dots on the top right of the tile and click “Hide”

2. If you accidentally hide a tile you need go to the bottom left and click “Hidden teams”

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Click the 3 dots in the top right, then click “Show” to restore the tile.
HOW TO ADD YOUR NEW CLASS MEETINGS TO YOUR CALENDAR

1. Click on your Teams tile and scroll in the chat until you see a recurring meeting scheduled by your teacher. This is most likely near the bottom. Click there.

2. Click “Add to calendar” and it will show you have Accepted the meeting. It will now be on your calendar.