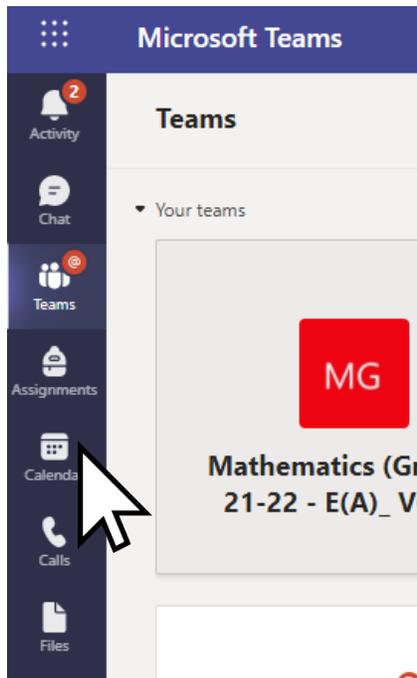
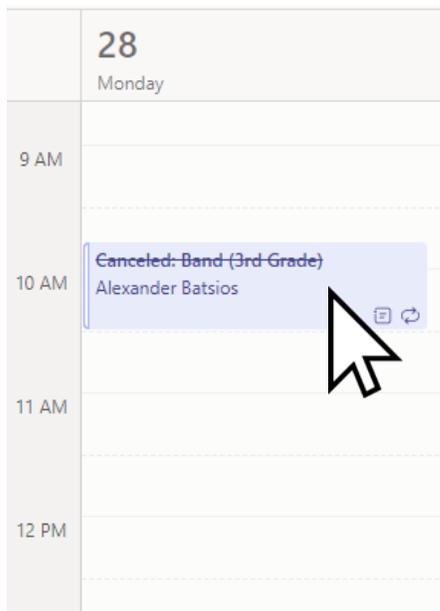


## HOW TO DELETE OLD OR CANCELLED MEETINGS FROM YOUR CALENDAR



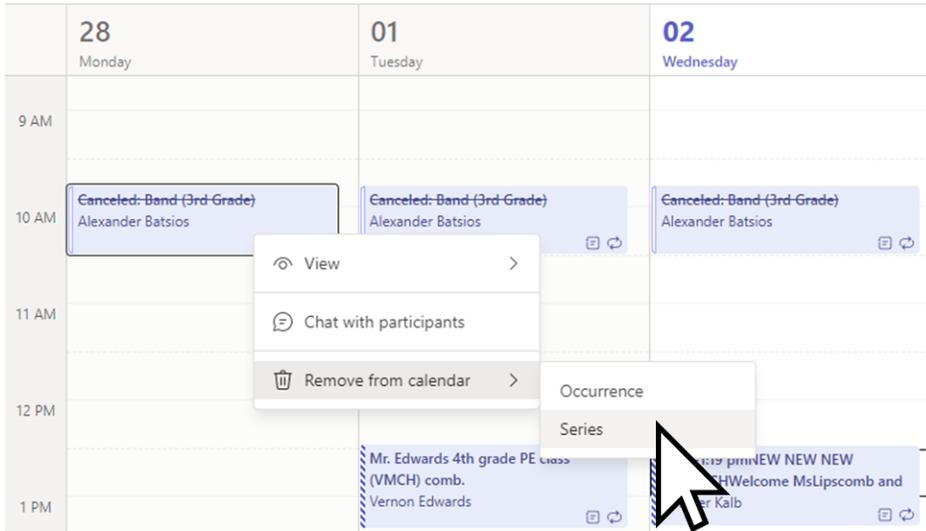
1

Click on your Calendar on the left of your Teams screen



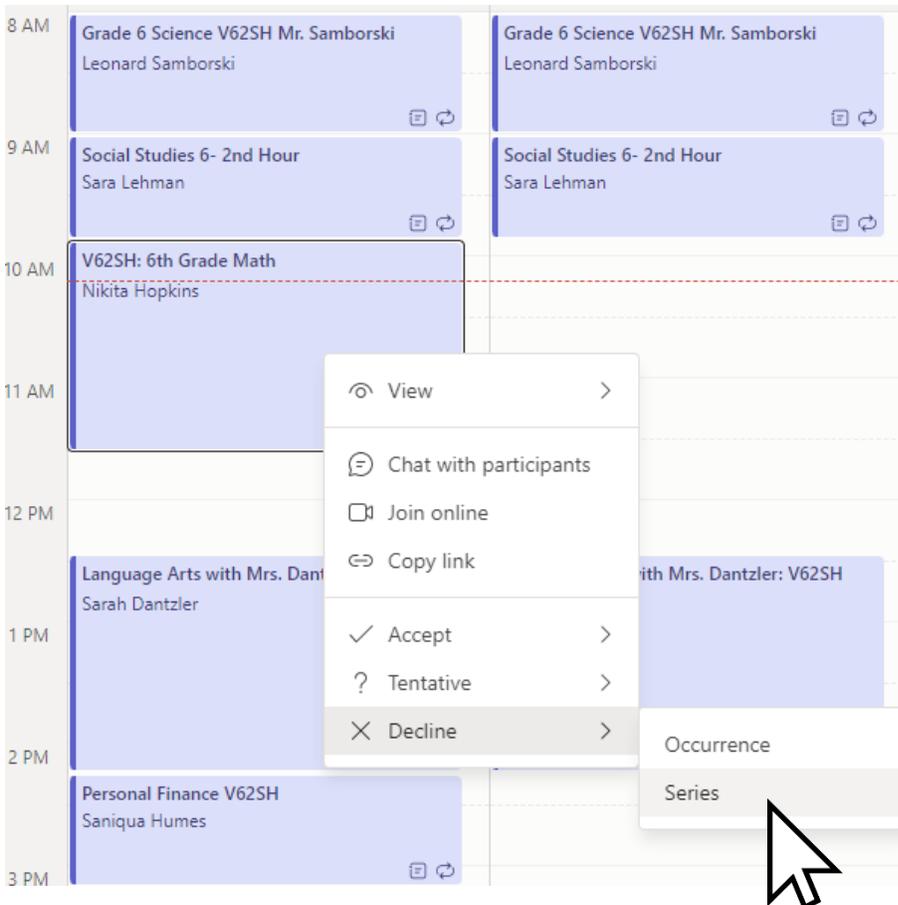
2

Right click on what you want to delete



### 3a

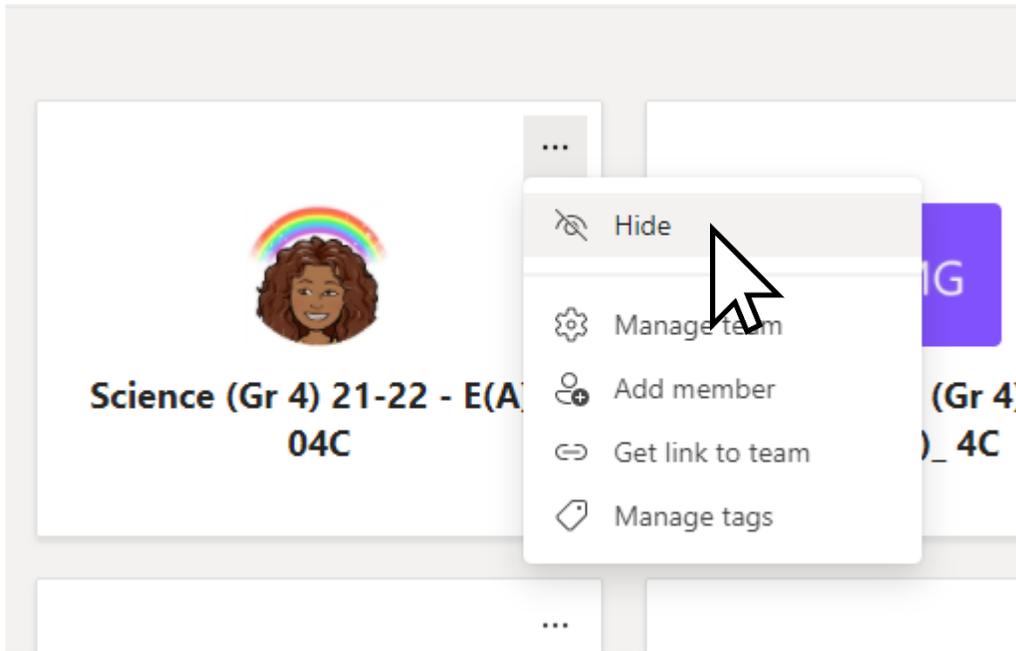
Hover on “Remove from calendar” then click “series”  
If this is not option is not available, see step 3b below



### 3b

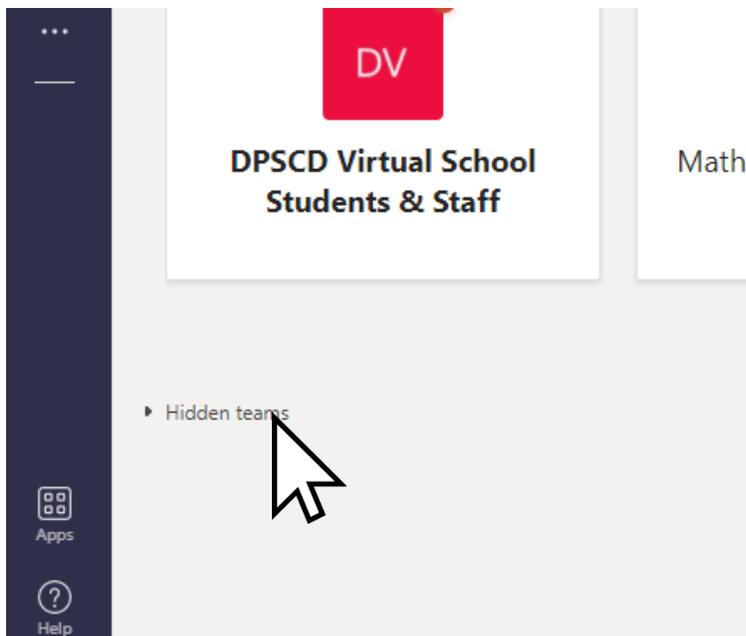
Hover on “Decline” then click “series”

## HOW TO HIDE YOUR OLD CLASSES FROM YOUR TEAMS TILES



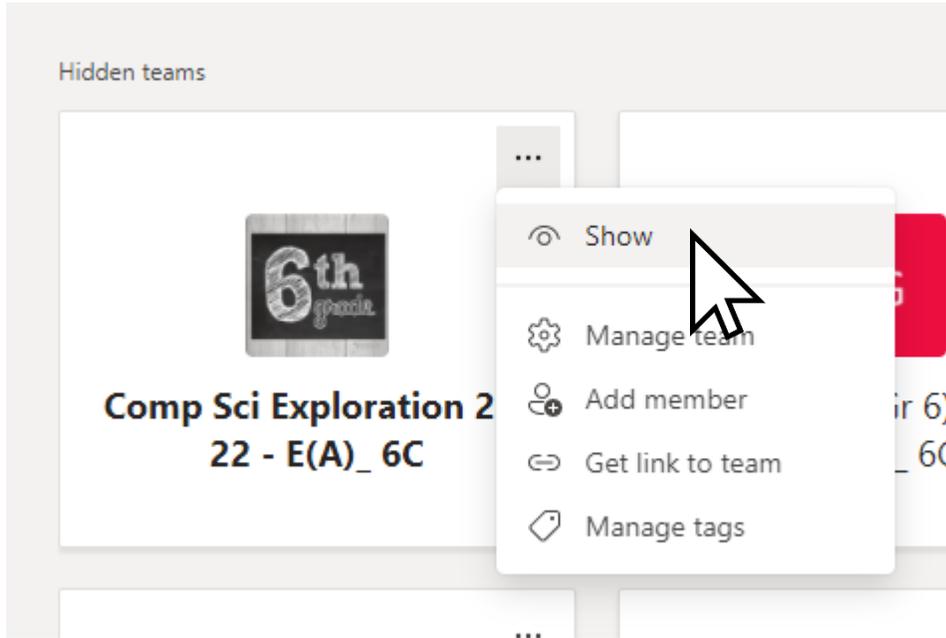
**1**

Click on the 3 dots on the top right of the tile and click "Hide"



**2**

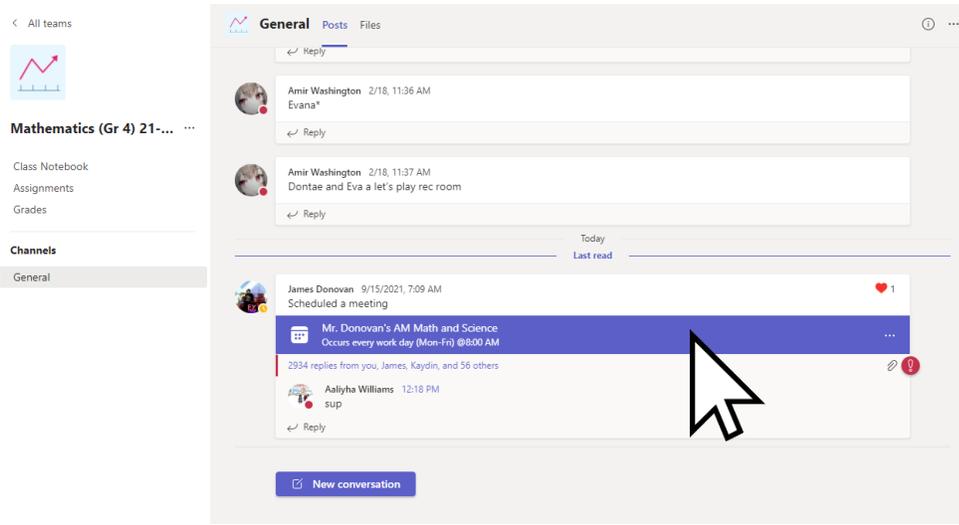
If you accidentally hide a tile you need go to the bottom left and click "Hidden teams"



### 3

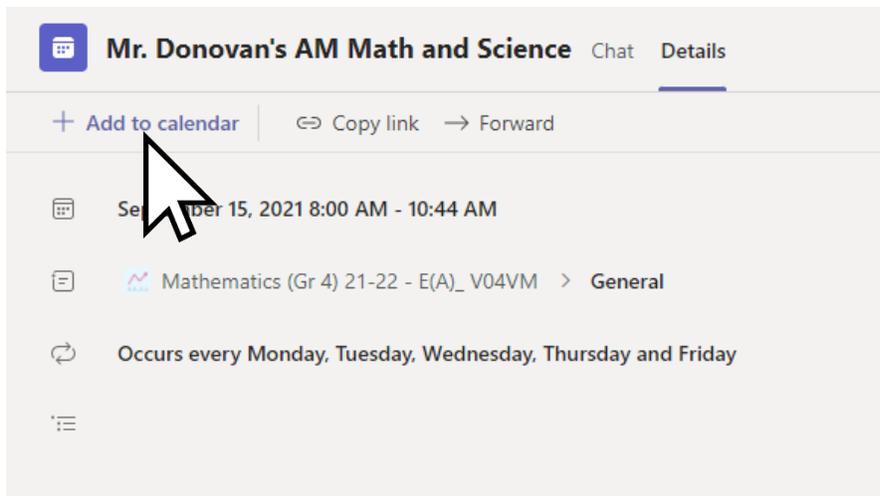
Click the 3 dots in the top right, then click "Show" to restore the tile

# 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