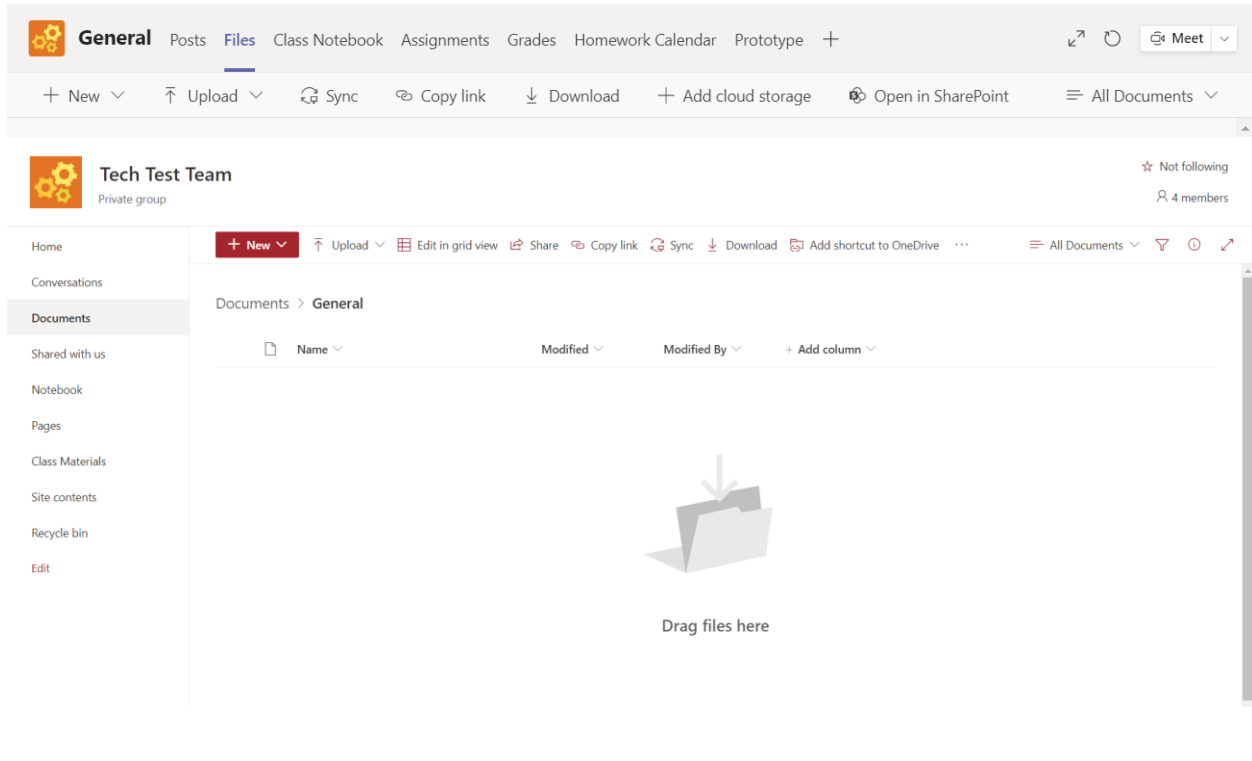
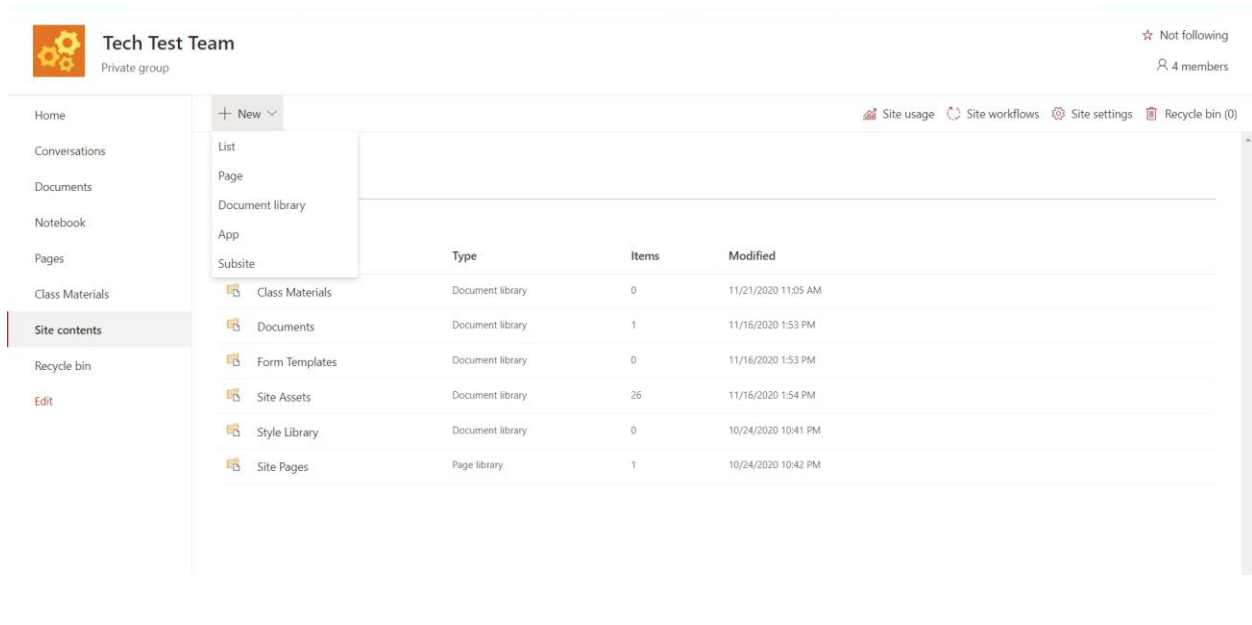


Adding a Calendar to Microsoft Teams

1. In your Team, in the general section, click the **Open in SharePoint** button in the top right. It should open a new tab in your browser to your Team's SharePoint Website.



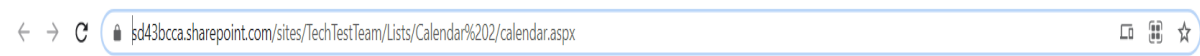
2. Go to your website's site contents. Click **New** and add an app.



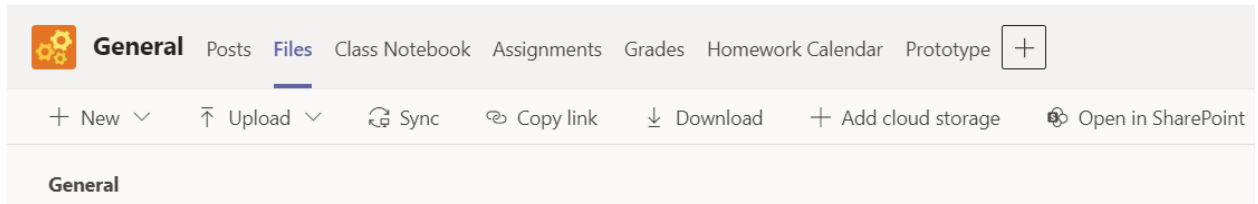
3. Search up “Calendar” or scroll through the apps until you find the Calendar app. Choose a name for your calendar before clicking **Create**.

The screenshot shows the SharePoint 'Your Apps' page. At the top, there's a search bar labeled 'Find an app'. Below it, there are sections for 'Noteworthy' and 'Apps you can add'. The 'Noteworthy' section includes 'Document Library', 'Custom List', 'Tasks', and 'Site Mailbox'. The 'Apps you can add' section includes 'Metro Tiles', 'Room Booking Add-in', 'Good Morning Message', and 'SharePointSapiens Event Management'. Below these are 'Document Library', 'Form Library', and 'Wiki Page Library'. An 'Adding Calendar' dialog box is open in the foreground, prompting the user to 'Pick a name' for the calendar. The dialog box contains the text: 'You can add this app multiple times to your site. Give it a unique name.' and a text input field with 'Calendar #2' entered. There are 'Create' and 'Cancel' buttons at the bottom right of the dialog box.

4. You should automatically be taken to your Sites contents page, once more. Simply click on your calendar once this happens. Copy the link of your calendar.



5. Enter your Microsoft Teams and click the **add a tab** button at the top left.



6. Click **Website**. Enter the name of your new tab and paste the link of the calendar. Press **Save** once you are finished.

Search

Add a tab

Turn your favorite apps and files into tabs at the top of the channel
[More apps](#)

Search

Recent ▾



Website



SharePoint



Tasks by
Planner an...



Document
Library



Excel



Forms



Lists



OneNote



PDF



Power BI



PowerPoint



SharePoint
Pages



Stream



Visio



Wiki



Word

More tabs



Azure
DevOps



Azure Lab
Services



Communities



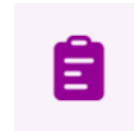
Discovery
Education



Dynamics
365




Employee
ideas



Inspection

Manage apps

 **Website** About ×

Tab name

 ✓

7. Your page should now have a new tab added to it. Click it to access it and make changes. Your students should not be able to edit the calendar unless they have the role of owner.

