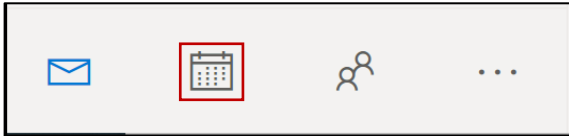
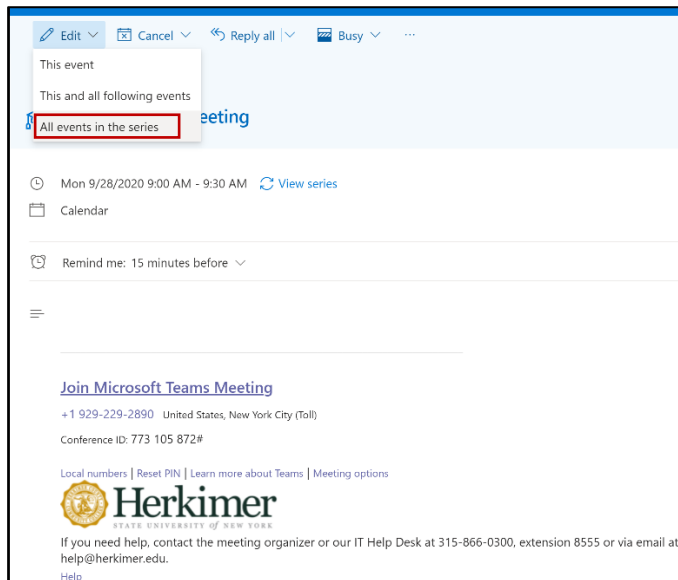


How to Add Newly Registered Students to Your Microsoft Teams Class Meeting

1. Open your Outlook or Outlook on the web.
2. Click on the **calendar** icon at the lower-left of the screen; this will open your calendar.



3. **Double click** on the meeting that you want to add new students to, click **edit**, and choose **all events in this series**.



4. **Add** the new student by typing his/her Herkimer College email address in the required attendees list, click **send** to send the update. The meeting invite will only go to your newly added students.

