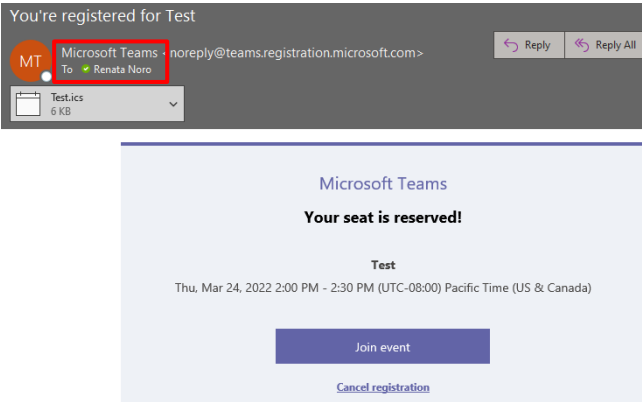
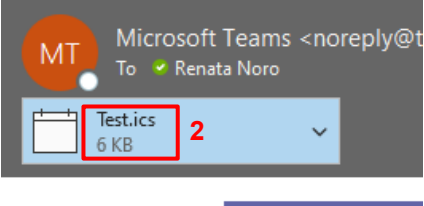
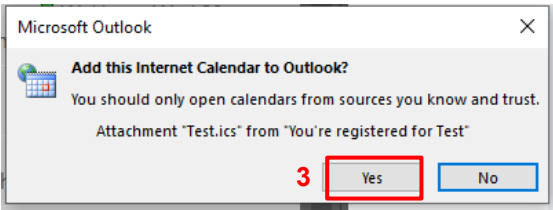
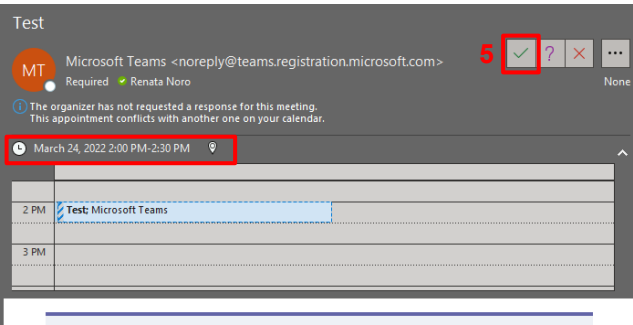


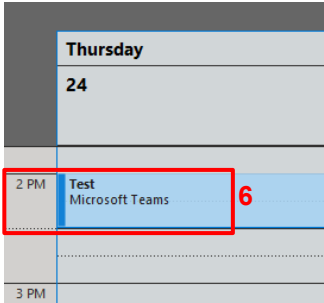
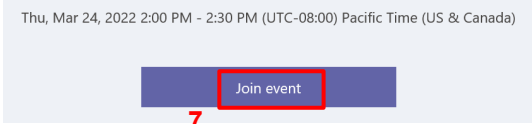


Adding a Teams Webinar to your calendar Reference Guide

Using Outlook	
<p>Once you have registered for a Webinar, you'll receive an email confirmation with a link to join the event. Adding this link to your calendar allows for easy access to the event on the designated date and time.</p> <p>If you are using Outlook, follow the steps below:</p>	
	<ol style="list-style-type: none"> 1. Open the registration email (the sender is "Microsoft Teams")
	<p>The email includes an attachment. This is the Invite we will add to our calendar.</p> <ol style="list-style-type: none"> 2. Double-click to open it
	<ol style="list-style-type: none"> 3. A pop-up window will appear asking you to confirm you want to open it. Click Yes <p><i>*Note: We do not recommend this action on attachments in unsolicited emails or events for which you did not register.</i></p>
	<ol style="list-style-type: none"> 4. Outlook will open a calendar invitation for the event. The date and time will be already set with the events details. 5. Click the Checkmark to Accept

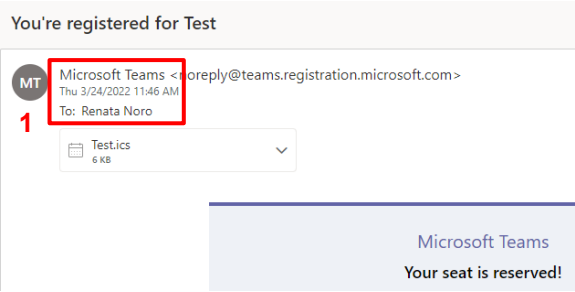
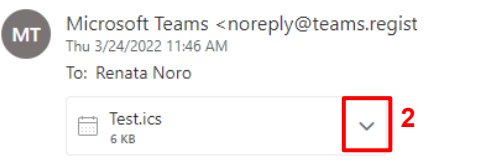
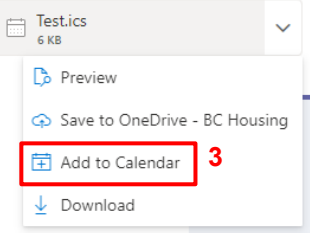
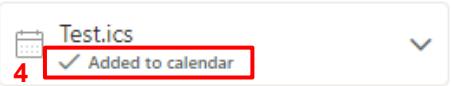


Adding a Teams Webinar to your calendar Reference Guide

	<p>6. The event is now saved to your calendar.</p>
	<p>7. On the event date and time, you can simply open the invite and click Join event!</p>

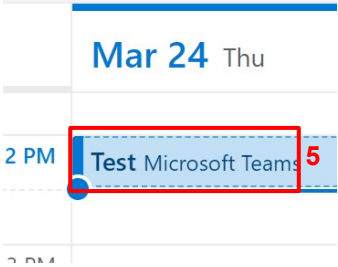
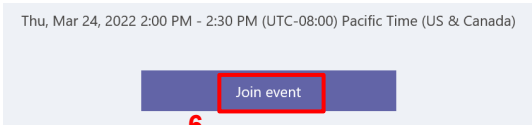
Using Webmail

If you are using Webmail, follow the steps below:

	<p>1. Open the registration email (the sender is "Microsoft Teams")</p>
	<p>The email includes an attachment. This is the Invite we will add to our calendar.</p> <p>2. Click the Down-arrow next to the file</p>
	<p>3. From the options, select Add to Calendar</p>
	<p>4. A notification will appear confirming the event has been added to your calendar.</p>



Adding a Teams Webinar to your calendar Reference Guide

	<p>5. The event is now saved to your calendar.</p>
	<p>6. On the event date and time, you can simply open the invite and click Join event!</p>