Teams Add-on for Google Calendar
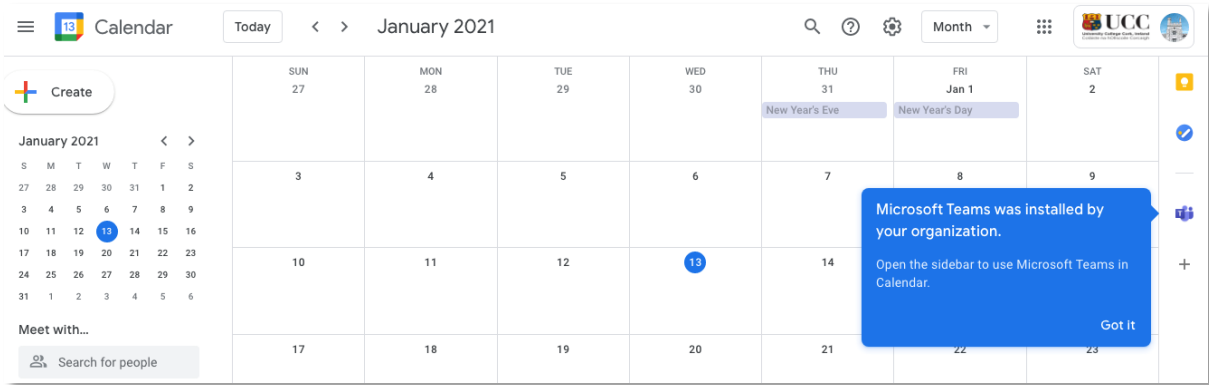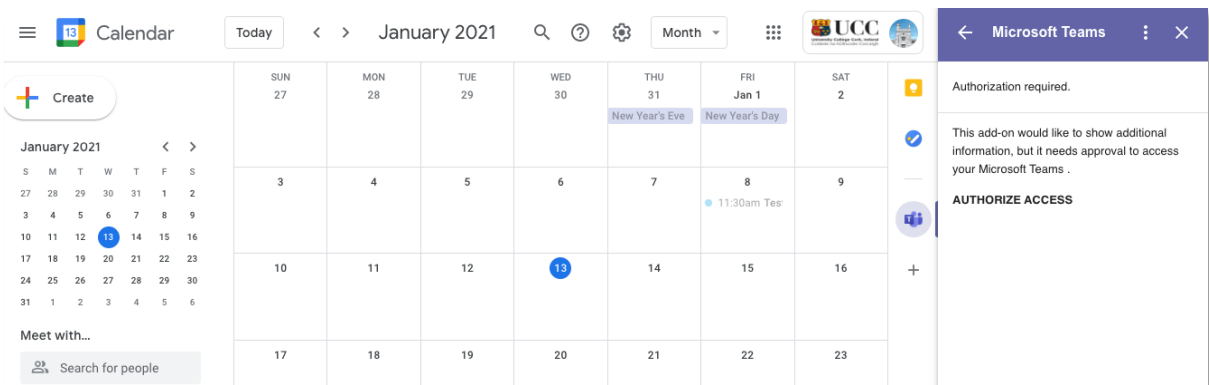
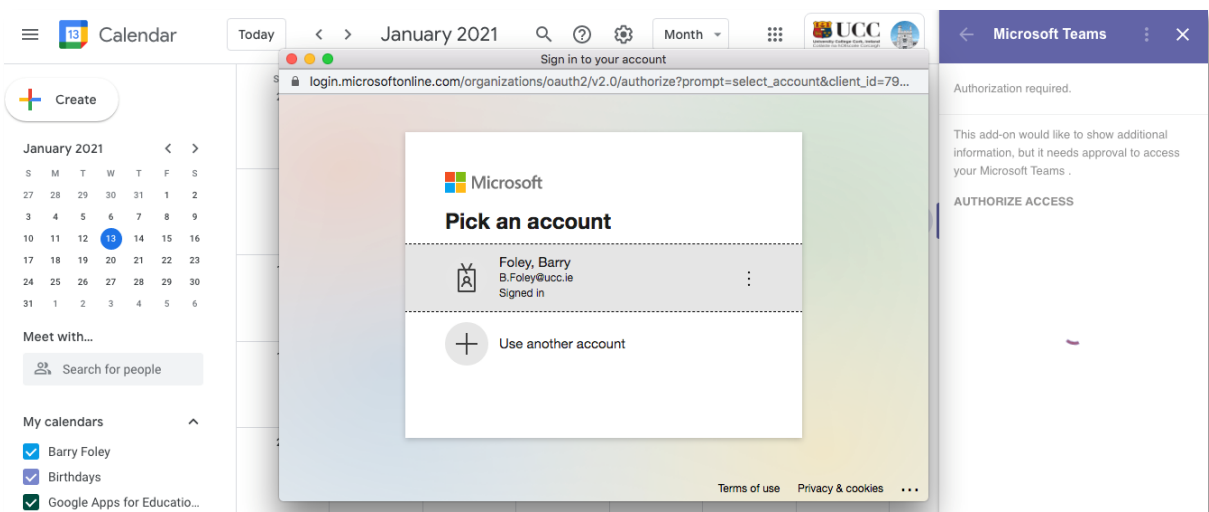1. When the add-on is installed it will appear on the right hand menu bar

2. If you click on the Teams icon you are then prompted to login with your student or staff email address and password.

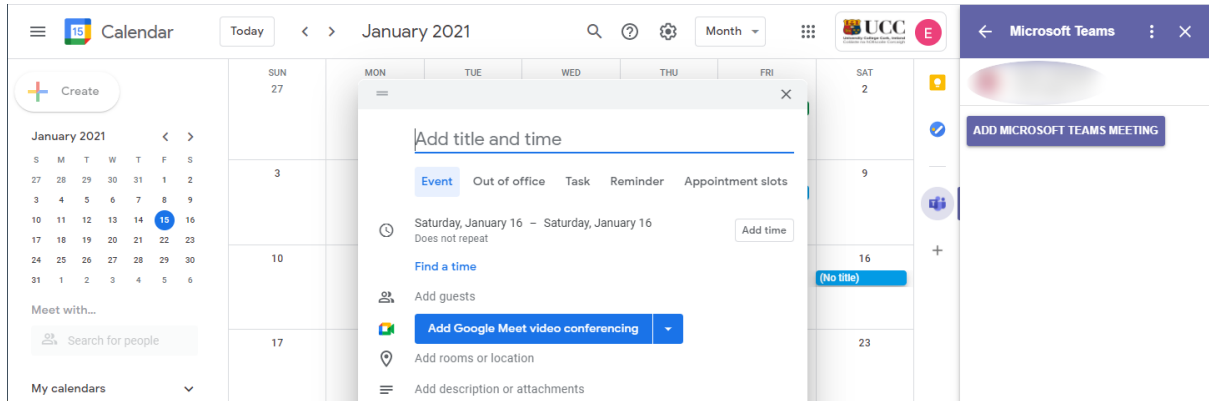3. After you click on **Login** you need to authorize your access

4. After you click on **Authorize Access** you will be redirected to a UCC login page, where you can login as normal.

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There are two ways to add the video call to an event:

1. Teams icon in the right-hand side of the calendar

2. You can also add the Teams link directly from a new event by clicking on the drop down for video conferencing