A close-up photograph of a hand pointing to a calendar page in a spiral-bound notebook. The hand is wearing a white, textured glove. The calendar page shows dates and numbers, with the number '30' being prominent. The notebook's spiral binding is visible on the left side. The background is slightly blurred, focusing attention on the hand and the calendar page.

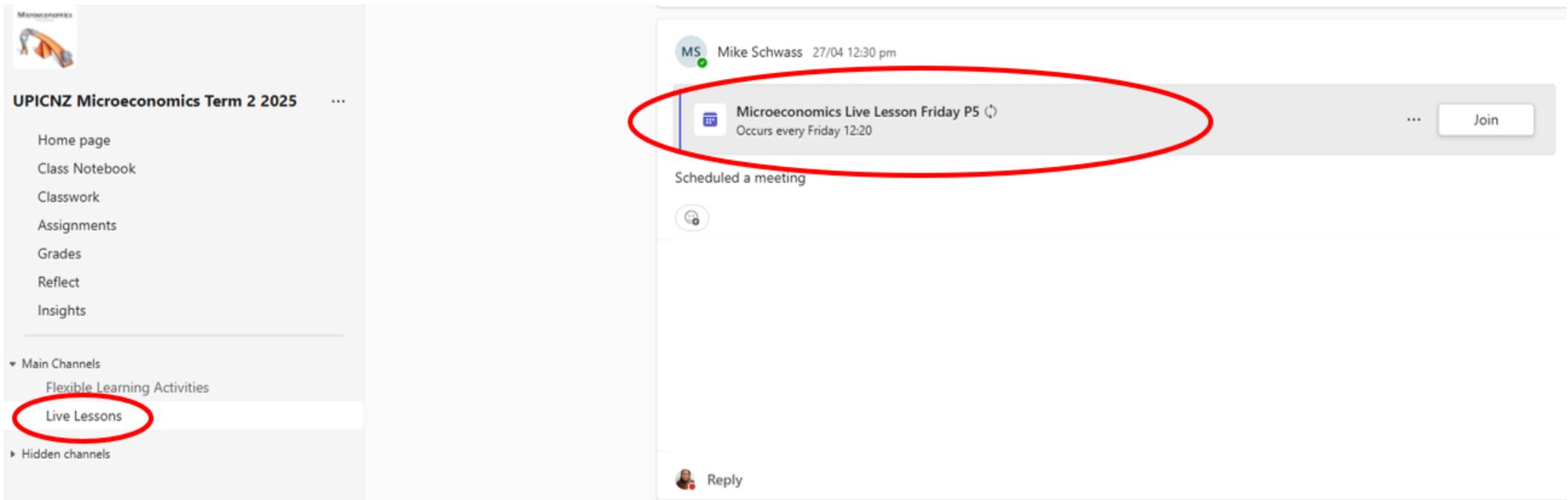
Information for Students –  
*Putting Live Lessons in to  
student calendar*

If a student joins a class after the lesson schedule has been set up, they must go through an extra step to add it to their calendar themselves.

### Adding Lessons to your Teams Calendar

When a student is added to a Team after the lesson schedule has been published, the student must add the lessons to their calendar manually. The lessons will not be automatically added to the student's calendar.

#### 1. Access the lesson from the Live Lessons channel. Double click to open the lesson.



The screenshot displays a Microsoft Teams interface for a team named "UPICNZ Microeconomics Term 2 2025". On the left sidebar, the "Live Lessons" channel is highlighted with a red circle. The main chat area shows a message from Mike Schwass dated 27/04 12:30 pm. The message content is "Microeconomics Live Lesson Friday P5" with a calendar icon and a link icon, and "Occurs every Friday 12:20". This message is circled in red. To the right of the message is a "Join" button. Below the message, it says "Scheduled a meeting" with a calendar icon. At the bottom, there is a "Reply" button.

## 2. Click on Add to calendar



### Microeconomics Live Lesson Friday P5

[Chat](#)[Details](#)[Recap](#)[Meeting Whiteboard](#)[Q&A](#)[+ Add to calendar](#)[↔ Copy link](#)[→ Forward](#)[Show as: Busy](#)[Category: None](#)

You're viewing a meeting series.



UPICNZ Microeconomics Term 2 2025 > Live Lessons



Occurs every Friday from 12:20 pm to 1:30 pm starting 2/05/2025 until 27/06/2025



Microsoft Teams Meeting



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**Microsoft Teams** [Need help?](#)

[Join the meeting now](#)