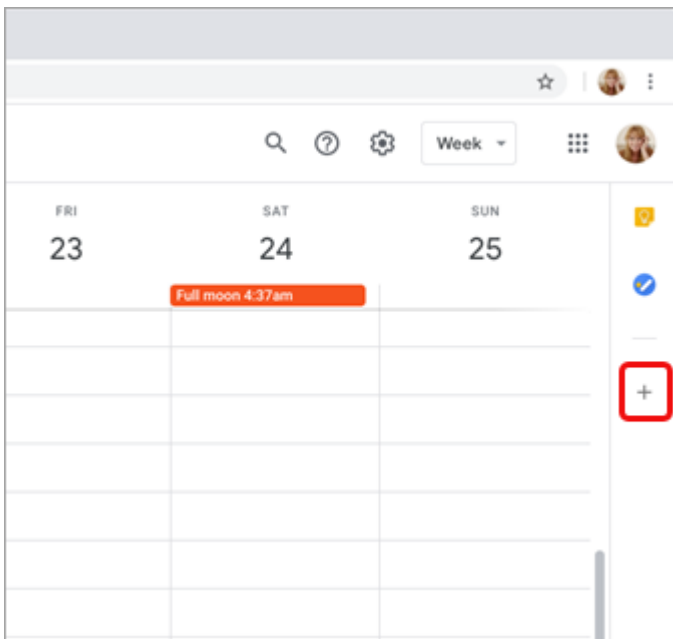


Install the Google Teams add-on

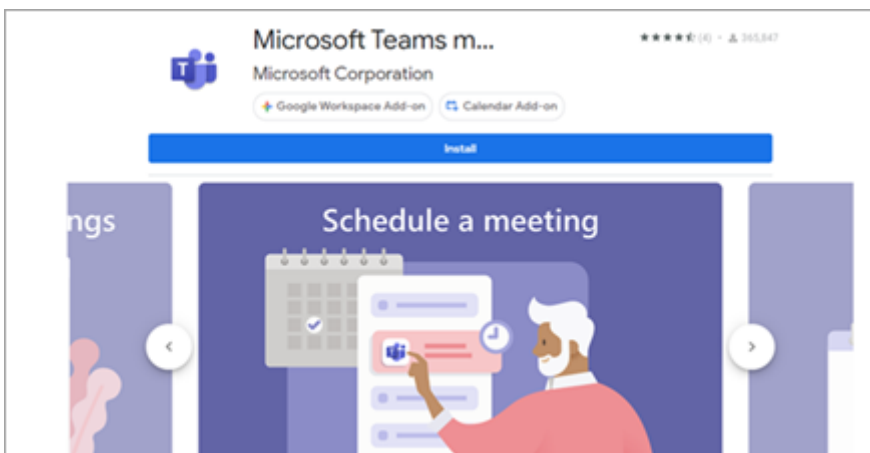
In your Google calendar, open the right panel and select the plus sign.

If the panel is hidden, click on the chevron (<) in the lower-right corner to make the panel appear.



The Google Workspace Marketplace opens.

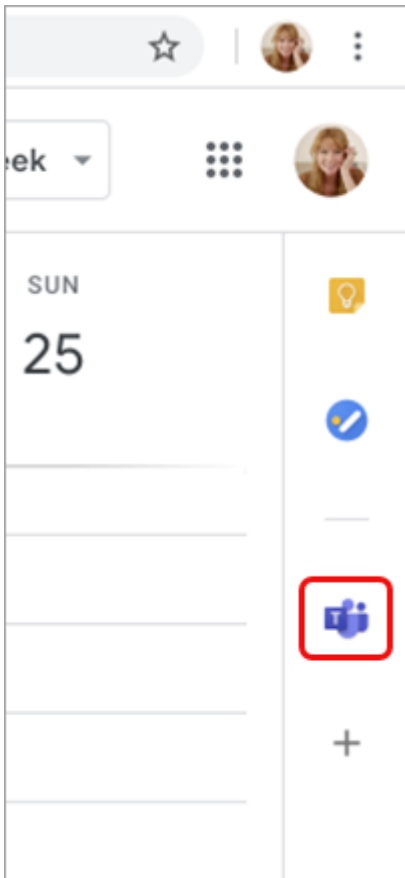
Enter **teams** in the search field and select the Microsoft Teams meeting add-on.



Select **Install** and then select **Continue** on the permission screen.

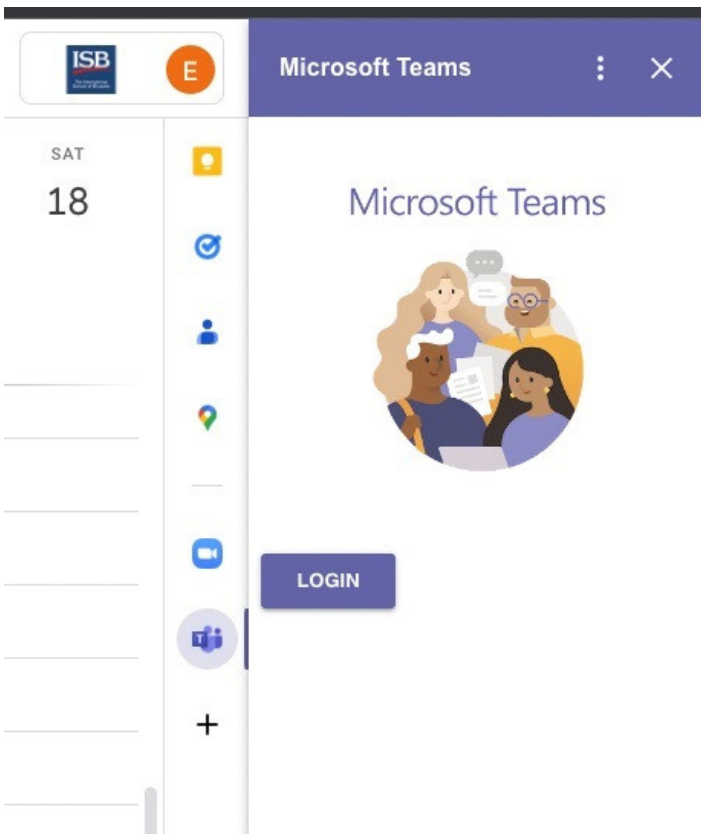
Select a Google account on the next screen.

The Teams meeting add-on appears in the sidebar.



Log in to the Teams add-on.

Select Log in, use your ISB email and password if asked, and then select Authorize Access.



Revision #3

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