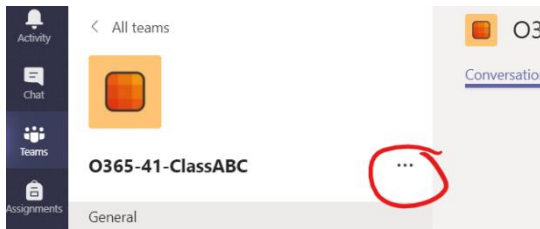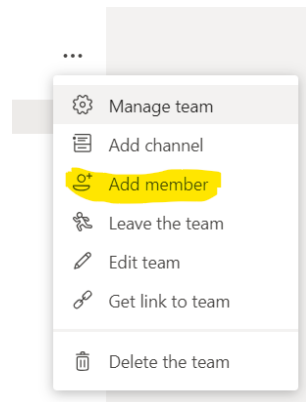# Adding Students to MS Teams

Follow these steps to add members to your Team:

1. Open your Teams App in O365 (portal.office.com) and select the team you wish to load with students

2. Click on the ellipsis (…) beside your team name


3. In the drop-down menu, click "Add Members"

4. Search for students by student number to ensure you find the correct person

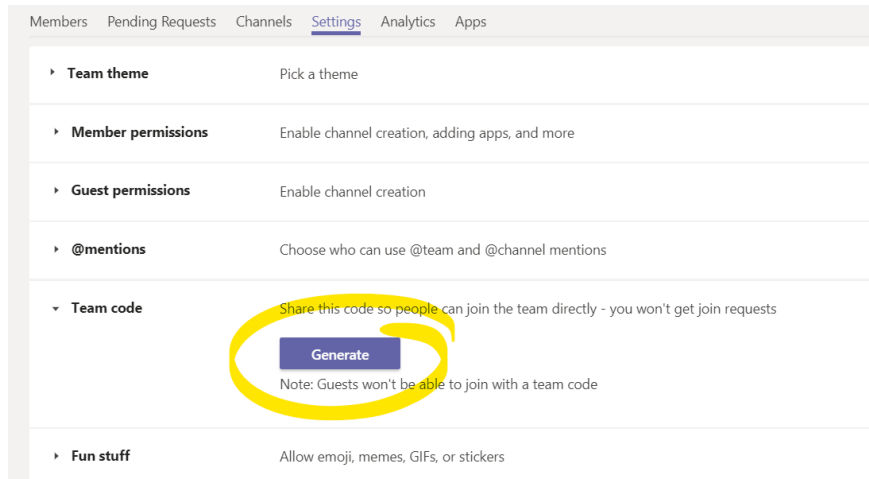5. Click "Add" once you have finished selecting your students

Self-Serve: Team Code

Students can join your team through use of a Team Code.

1. Open your Teams App in O365 (portal.office.com) and select the team you wish to load with students

2. Click on the ellipsis (…) beside your team name

3. Click on "Manage Team"
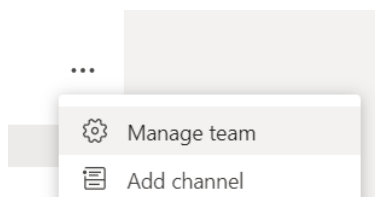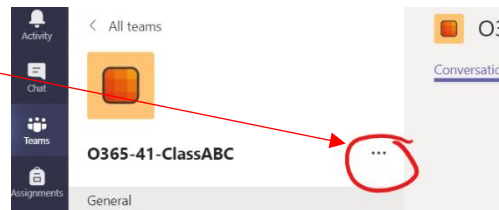
4. On the main page select "Settings" and then click "Team Code" to open the options. Select "Generate" to activate the code for this team.

Members   Pending Requests   Channels   Settings   Analytics   Apps

▸ **Team theme**   Pick a theme

▸ **Member permissions**   Enable channel creation, adding apps, and more

▸ **Guest permissions**   Enable channel creation

▸ **@mentions**   Choose who can use @team and @channel mentions

▾ **Team code**   Share this code so people can join the team directly - you won't get join requests

Generate

Note: Guests won't be able to join with a team code

▸ **Fun stuff**   Allow emoji, memes, GIFs, or stickers

5. Use a projector to display the code for your students to copy down. If you are in a computer lab or have access to devices, students can join on-the-spot. If not, they can login to Office 365 at home and login to the Team.
6. Once students have joined the team they will find it in their list of teams every time they login to the teams app.

Student Instructions for Joining a Team with Team Code (feel free to copy-paste for your class)

1. Go to portal.office.com and login to O365 with your student#@edu.burnabyschools.ca username and password
2. Select the Teams app
3. Click the "Join or Create Team" button in the upper right corner of the app
4. Select the "Join a team with a code" box and enter the code your teacher provided
5. Click "Join Team" and you're done!