

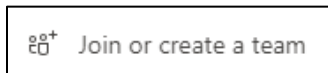
- Create a Team and Add Members -

You can create your own custom team and quickly add students or staff by providing them with a join code. Here are the steps:

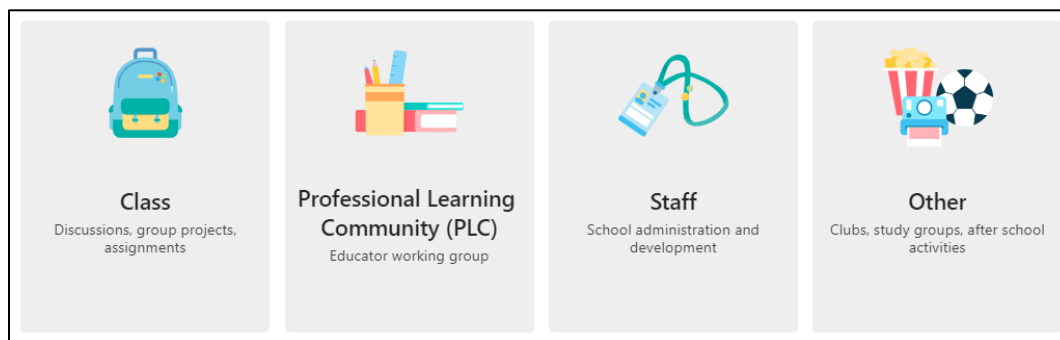
Step 1: Open the Teams  desktop app or go to Office 365  and click Teams

Step 2: Click **Join or Create Team**

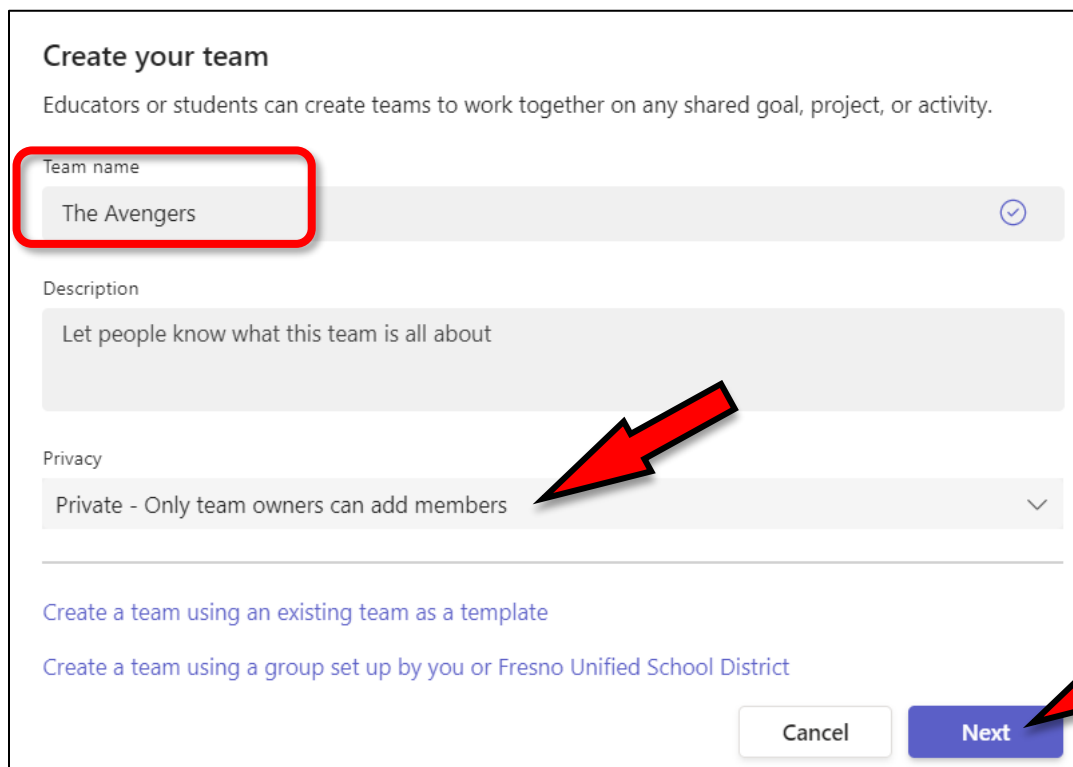
Step 3: Click **Create team**



Step 4: Select a **Team** type (Class is used by Teachers and Students)



Step 5: Type in a **team name**, select a **Privacy** option, and click **Next**



Create your team
Educators or students can create teams to work together on any shared goal, project, or activity.

Team name
The Avengers

Description
Let people know what this team is all about

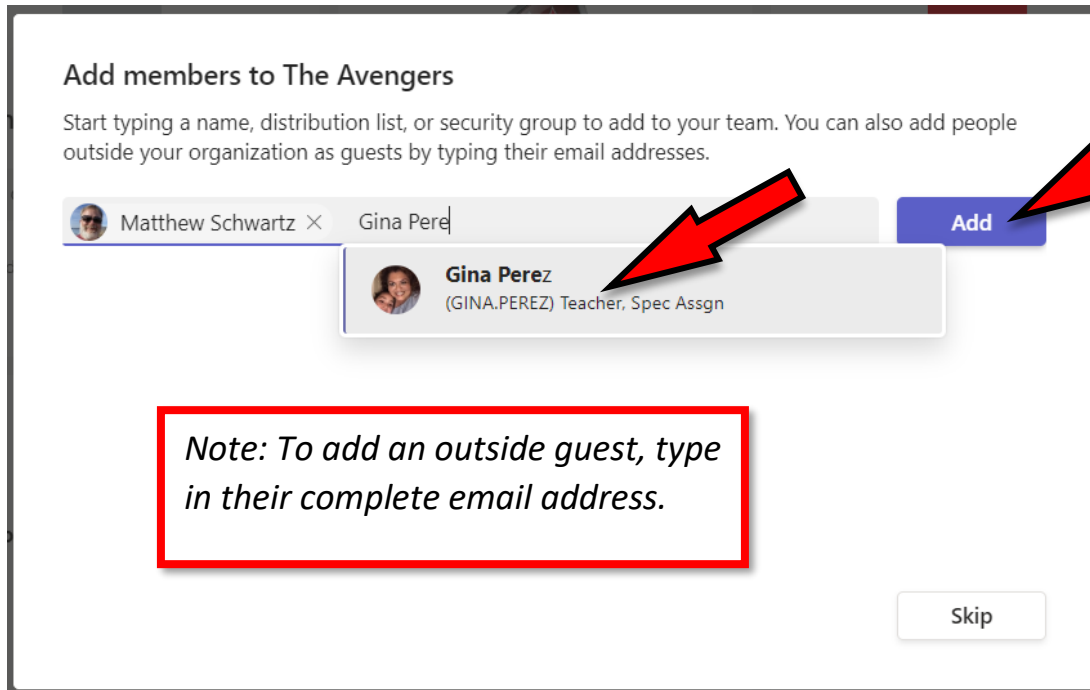
Privacy
Private - Only team owners can add members

[Create a team using an existing team as a template](#)
[Create a team using a group set up by you or Fresno Unified School District](#)

Cancel Next

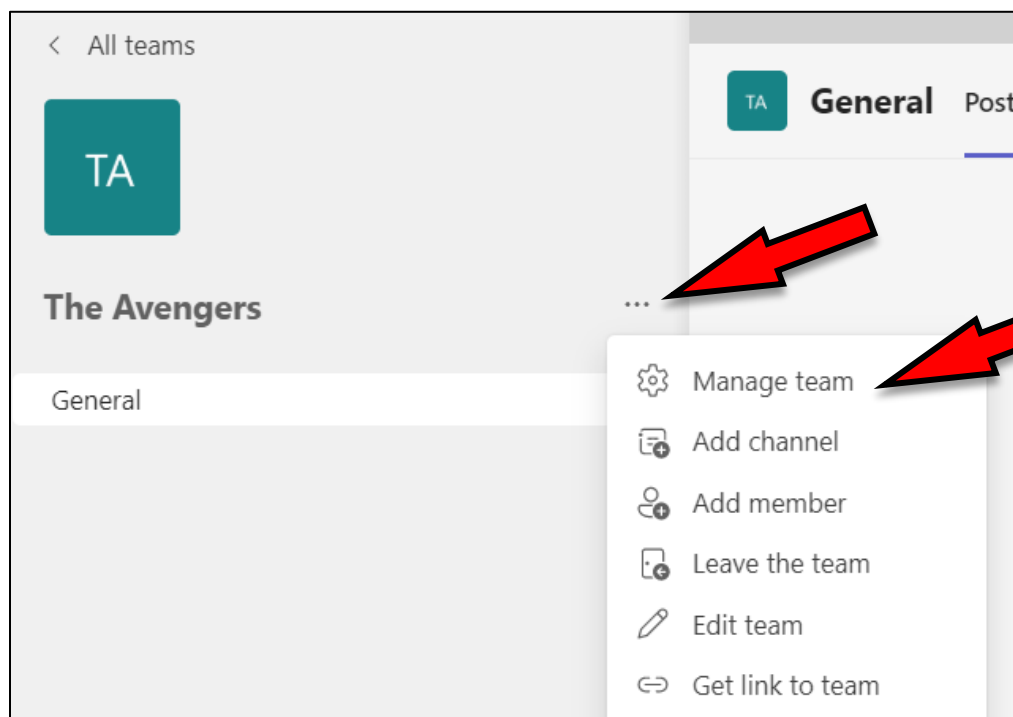
Annotations: A red box highlights the 'Team name' field. A red arrow points to the 'Privacy' dropdown menu. Another red arrow points to the 'Next' button.

Step 6: You can search for people by name and add them here, or you can click **Skip** and add them later.

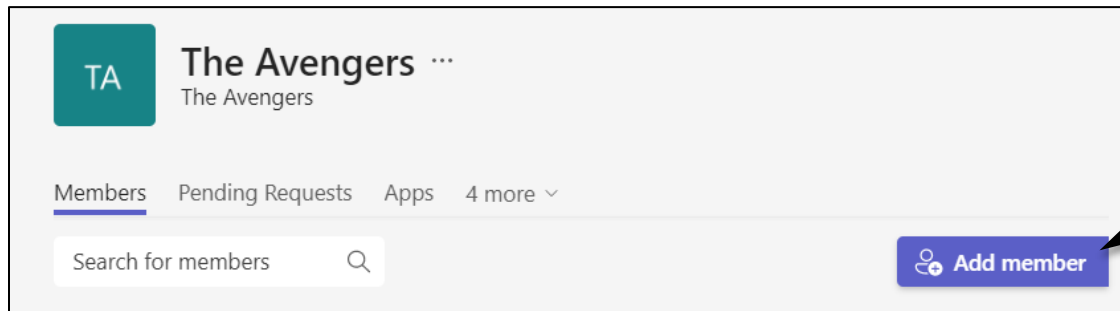


To add more members or provide a Join Code:

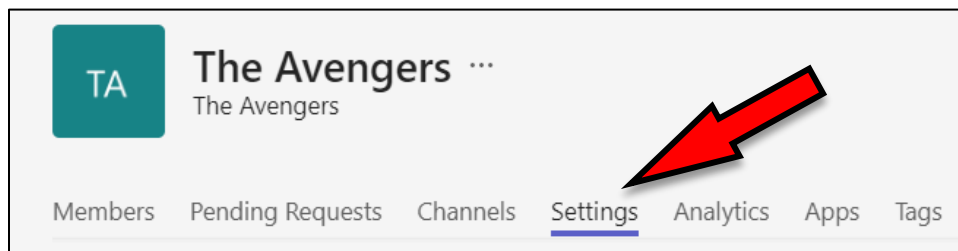
Step 1: Click on the **More Menu** next to the Team name and click **Manage Team**.



Step 2: Click **Add member**



Step 3: To provide a Join Code, click **Settings**



Step 4: Click **Team Code** then click **Generate**

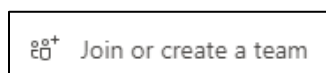


Step 5: Share the code with your audience. Click Full Screen if you are projecting.

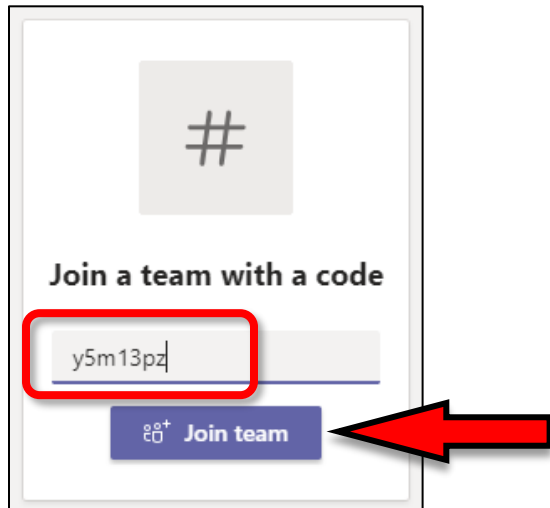


Step 6: Tell your audience to open the Teams desktop app or go to Office 365 and click **Teams**

Step 7: Tell them to click **Join or Create Team**



Step 8: Have them type the code into the **Join a team with code** field, then click **Join Team**.



Note: Your team code can be removed in settings to prevent others from joining the Team. You can also reset the code when new members need to be added.