

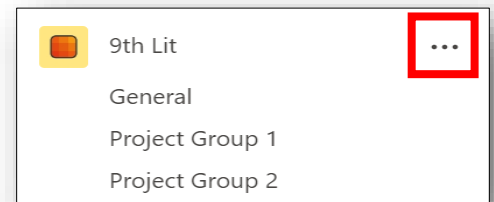
# Adding Students to a Microsoft Team

These directions explain how to add students to a Microsoft Team.

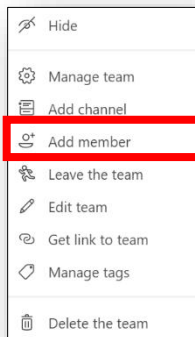
1. Open **Microsoft Teams**.



2. Navigate to the Team where students are to be added and click on the **ellipsis** to the right of the team name.



3. Choose **Add Member**.



4. Type in **Students' Names** and click **Add**.

*Note: You can add multiple students at once by typing each name, clicking enter after each name, and then clicking Add.*

5. Click **Close**.

*Note: Students will be added to the Team and will have access when they log into their Office 365 Account.*

