Adding New Members to Teams (and thus OneNote)

If you are missing a member from one of your classes, or you would like to add another teacher you are able to easily add them yourself via the Teams application.

- 1. Open Teams and select the Team you need to add a member to.
- 2. Click on the three dots beside the Team name

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- 3. Click on "Add members"
- If you are adding a student, select "Students".
 If you are adding another Teacher, select "Teachers".



5. Start typing the name of the teacher/student and select them once you can see their correct credentials.



6. Select "Add". They are now in your Team.