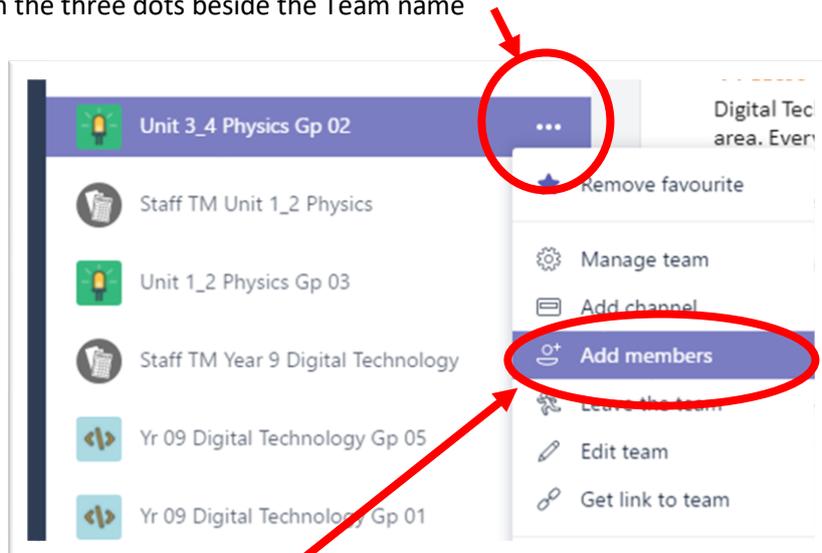


# Adding New Members to Teams (and thus OneNote)

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.

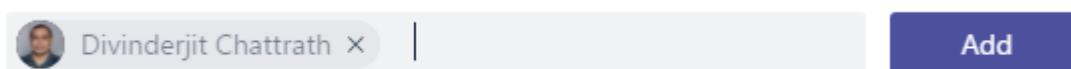
1. Open Teams and select the Team you need to add a member to.
2. Click on the three dots beside the Team name



3. Click on “Add members”
4. 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.