

Adding Users or Groups in Microsoft Teams

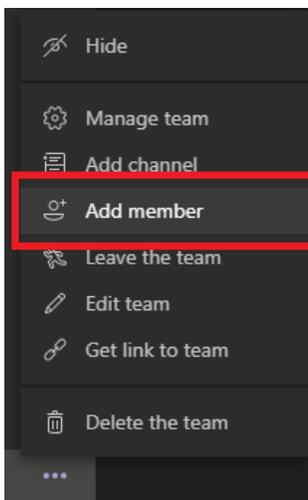
Table of Contents

- [Adding based on a User](#)
- [Adding based on a Dept group](#)
- [Adding based on a Class group](#)
- [Removing member added by Group](#)
- [Joining a Team Using a Code](#)
- [Additional Teams How-To Pages](#)

Microsoft Teams can use Azure AD groups to help in bulk adding members to a team. The act of adding members to a team using the method below will COPY the membership of the group to the team, it will not create a synchronized relationship between the team and the group. Meaning if the Azure AD group membership changes, the team membership will not change.

Adding based on a User

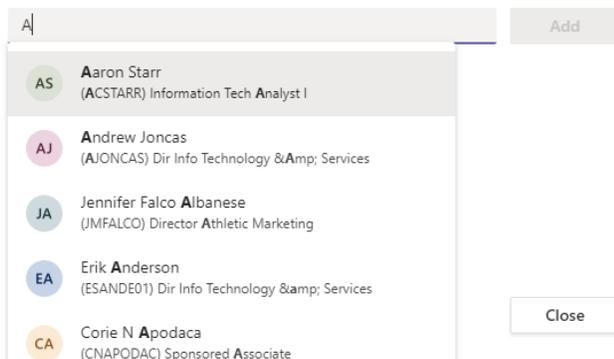
In Teams, click the ellipsis next to the Team name and select "Add member"



On the new screen type the name, NetID or email address of the individual will be apart of the Team. External users can be added using their email address.

Add members to Group-TrainingExample

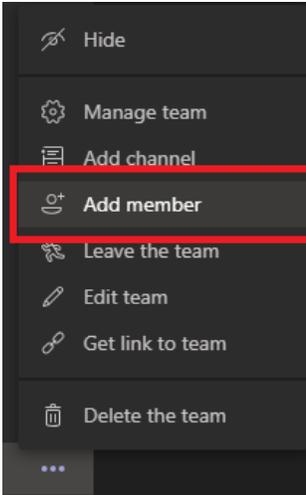
Start typing a name, distribution list, or security group to add to your team. You can also add people outside your organization as guests by typing their email addresses.



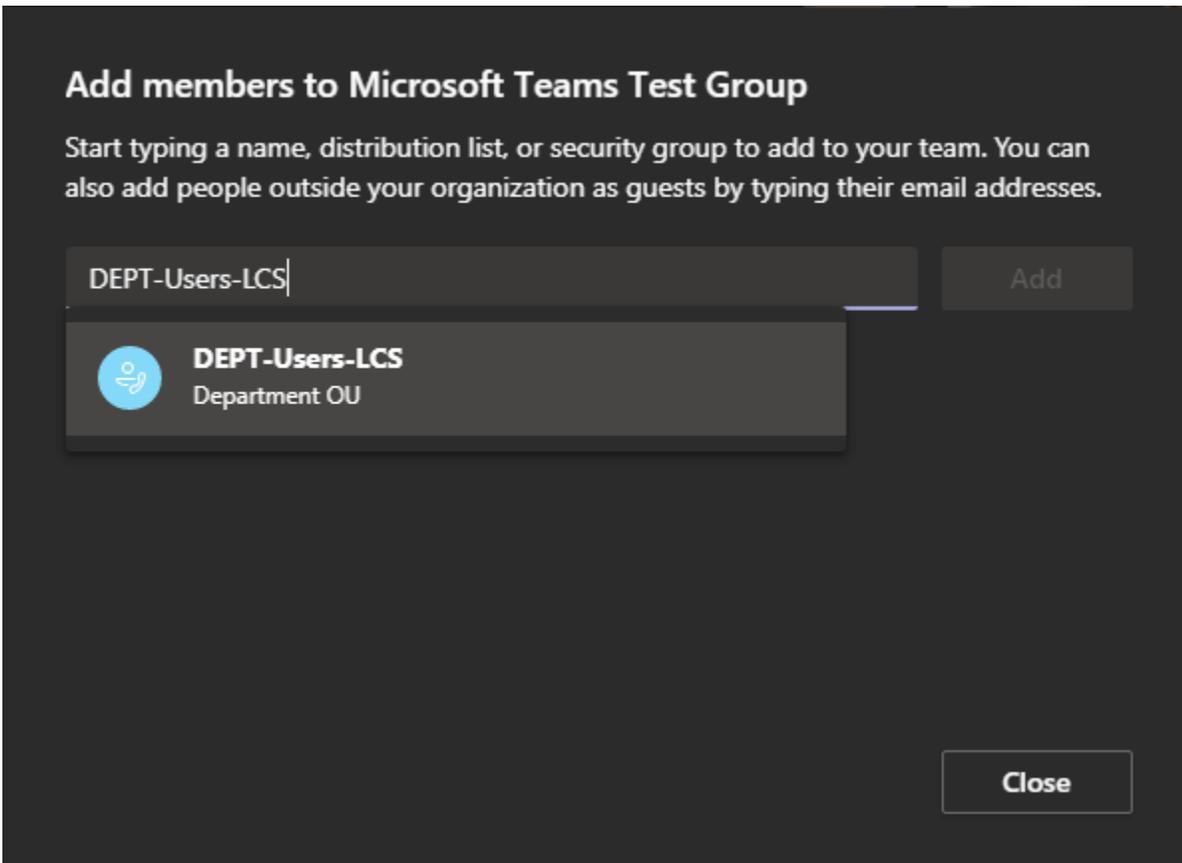
Pressing "Add" will add the selected user into the Team.

Adding based on a Dept group

In Teams, click the ellipsis next to the Team name and select "Add member"



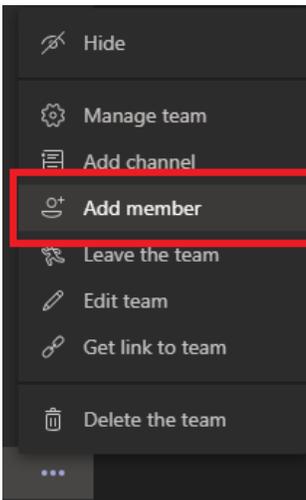
On the new screen type the name of an AD dept group whose members will be apart of the Team.



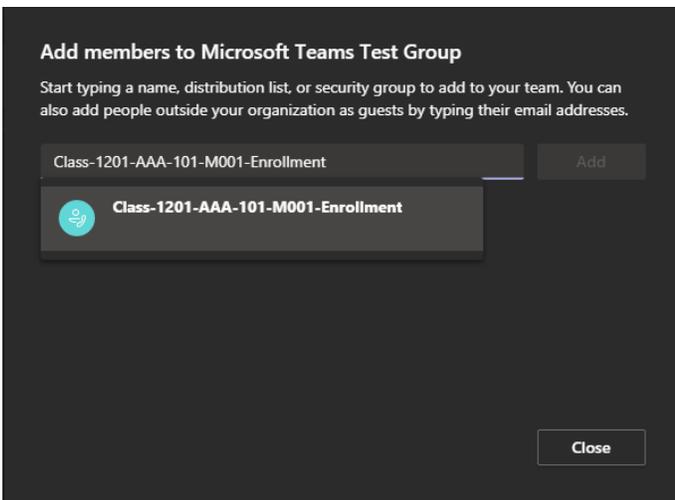
Pressing "Add" will now **COPY** all members of the dept group into the Team.

Adding based on a Class group

In Teams, click the ellipsis next to the Team name and select "Add member"



On the new screen type the name of an AD class group whose members will be apart of the Team.



Pressing "Add" will now **COPY** all members of the class group into the Team.

A Class group's name is broken down as such:

Example: Class-1201-AAA-M001-Enrollment

Piece	Description
Class	Signifies this is a Class group
1201	The first "1" is a Y2K fix signifying this is in the 21st century "20" means this is for the fiscal year of 2020 The last "1" means this is part one of the academic year, so the Fall
AAA	The unit/OU
101	Course number
M001	Course Section
Enrollment	Signifies who the group contains. Some examples include: Enrollment, Instructor PI, and Instructor TA

Removing member added by Group

To remove the user from the team, they can be removed using the Microsoft Teams interface.

[Remove someone from a team](#)

Joining a Team Using a Code

Once logged into Teams, click the Teams button on the left side of the app

Next, click Join or create a team at the bottom of your teams list.

Finally, go to Join a team with a code (the second tile), enter or paste the code in the 'Enter code' box, and click Join.

Additional Teams How-To Pages

- [Adding Users or Groups in Microsoft Teams](#)
- [Create a Team in Microsoft Teams](#)
- [External/Guest User Meeting Experience](#)
- [External/Guest User Teams Experience](#)
- [Join a Microsoft Teams Meeting](#)
- [Manage Your Microsoft Teams Meeting](#)
- [Managing Teams Notifications](#)
- [Microsoft Teams Audio and Video Setup](#)
- [Scheduling Meetings in Microsoft Teams](#)
- [Using Chat in Microsoft Teams](#)

[Top](#)