User Guide for Teachers
(MS Teams for Teaching)

- Creating a Team for Your Class

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6.2 Invite Students to join Class Team in MS Teams

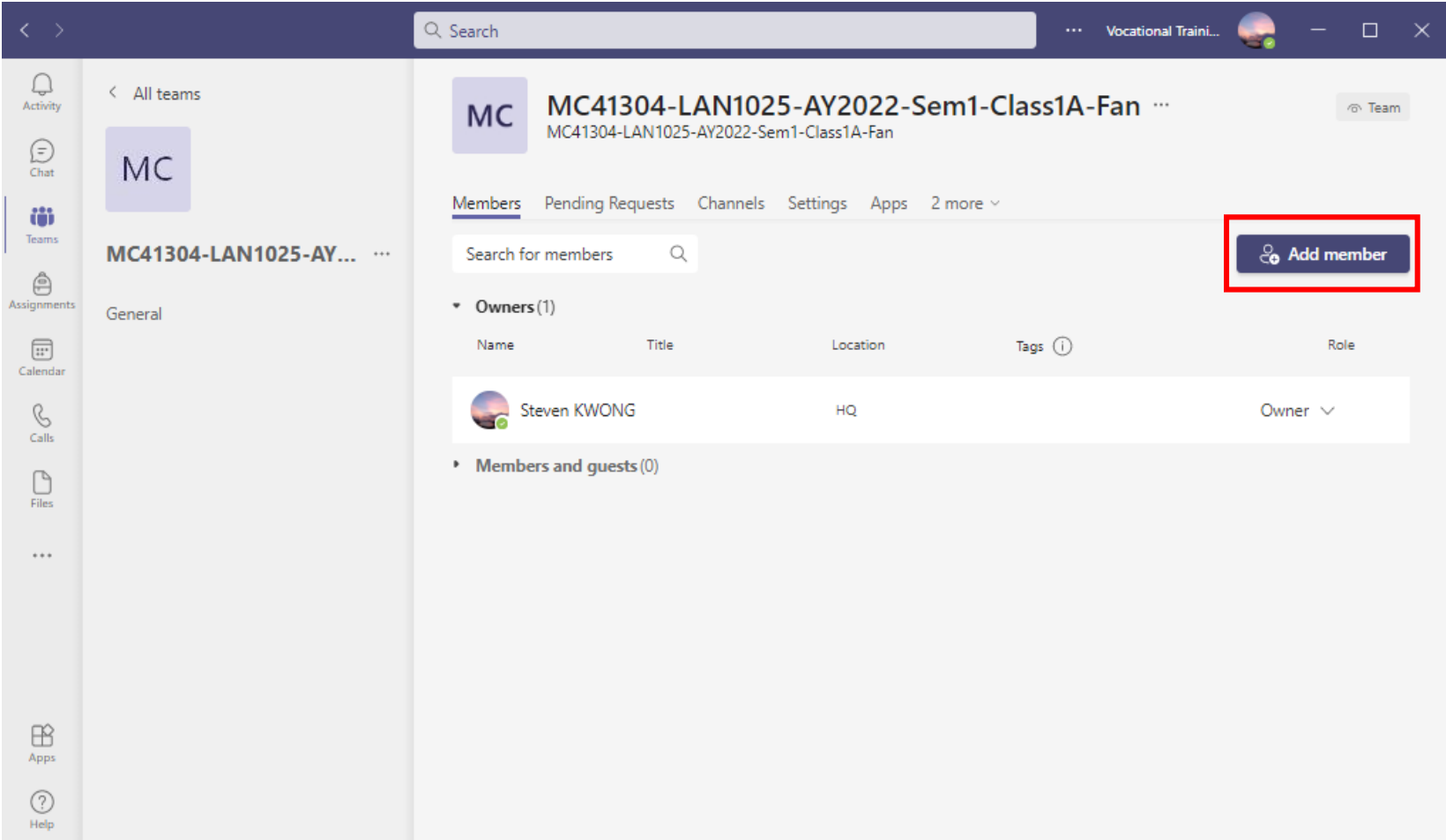# Invite Students to join Class Team in MS Teams
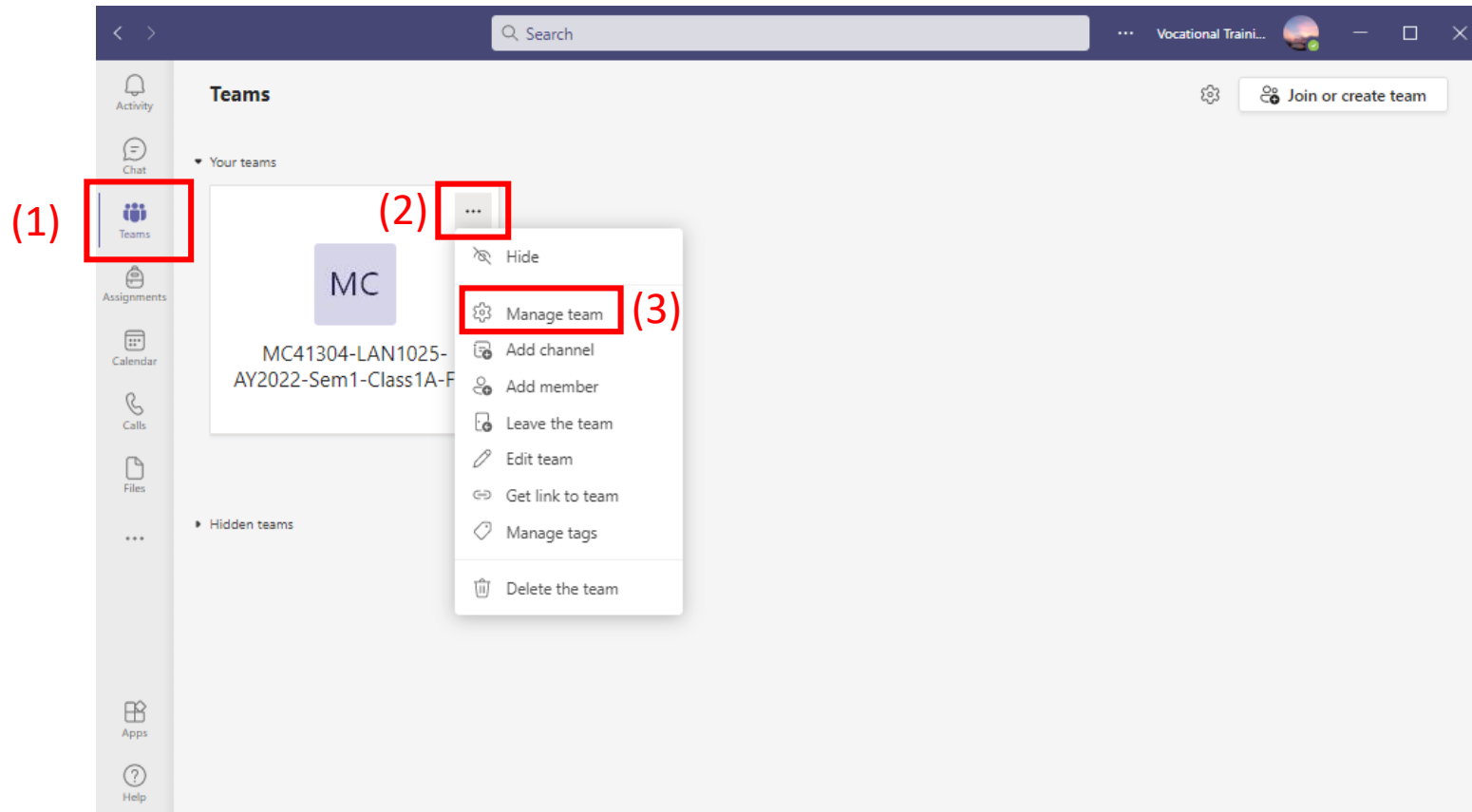
(1) Click the "**Teams**" icon in the sidebar menu.

(2) Find the newly-created "Teams Class" and click "**...**".
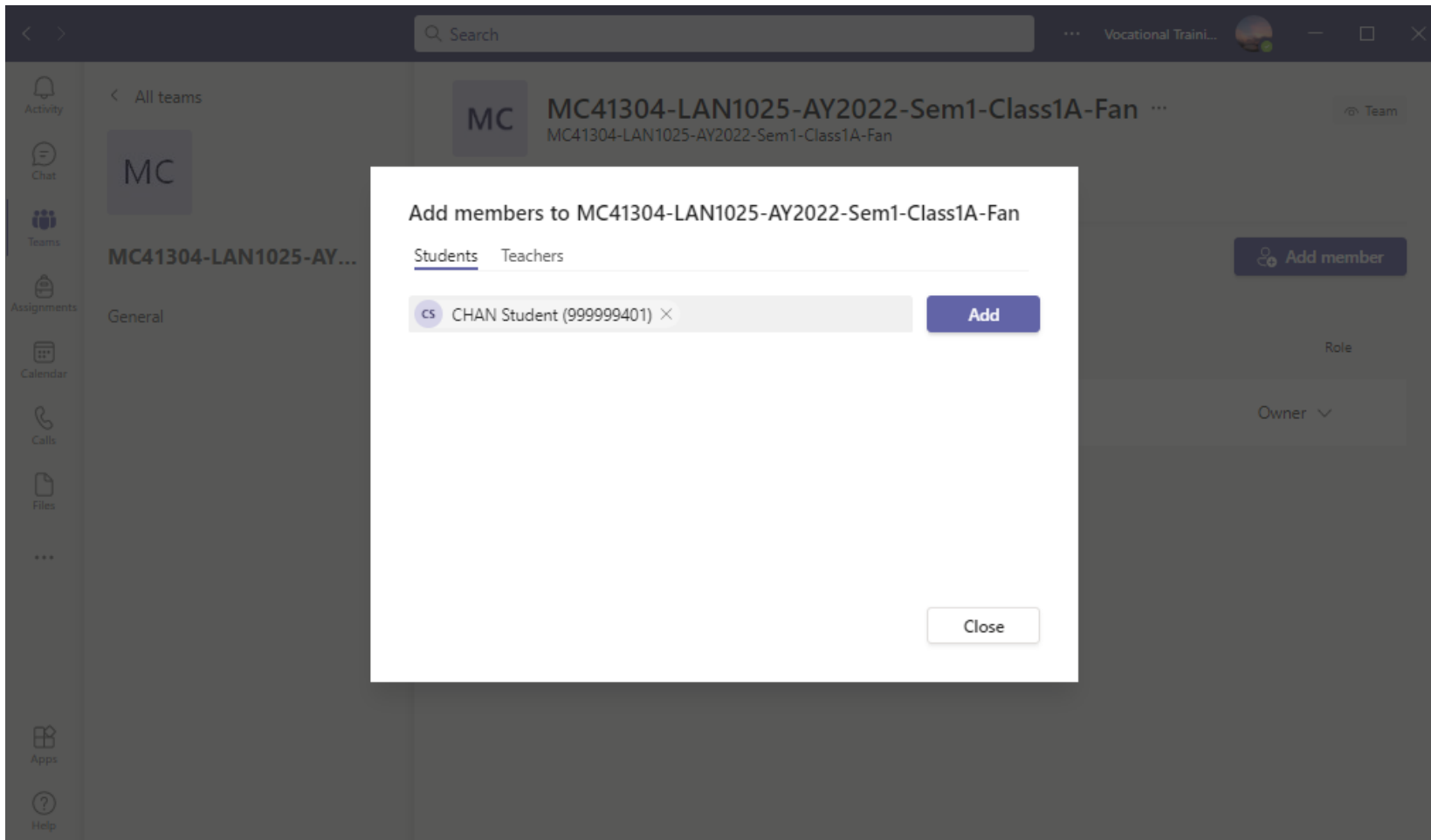
(3) Click "**Manage team**"

Invite Students to join Class Team in MS Teams

Click the "**Add Member**" button to add students.
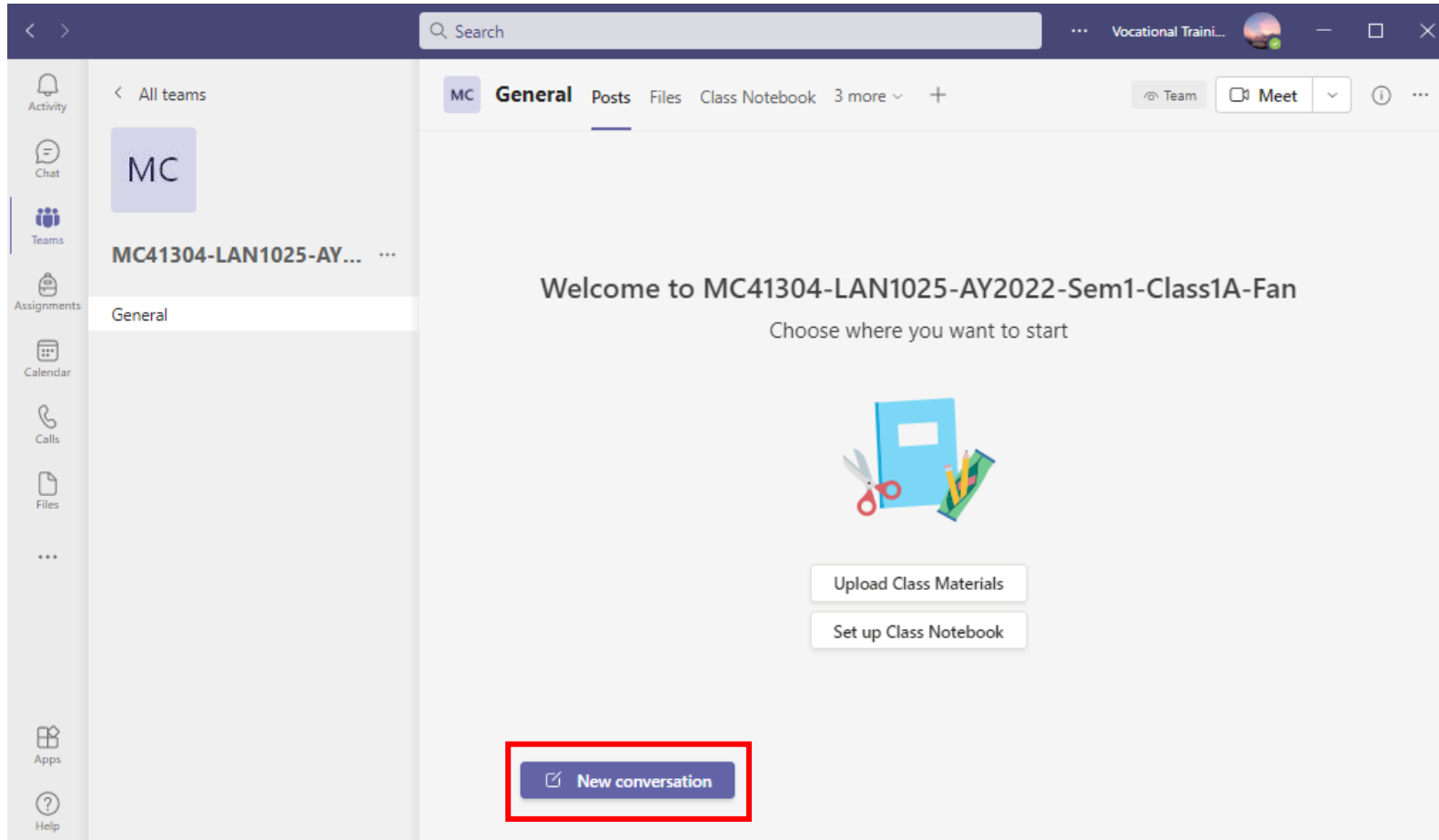
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Add students as members to the selected "Teams Class".

Remarks:
Do __NOT__ set students as "Owner" of the group.

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Click the "**New conversation**" to post messages in the Teams Class.
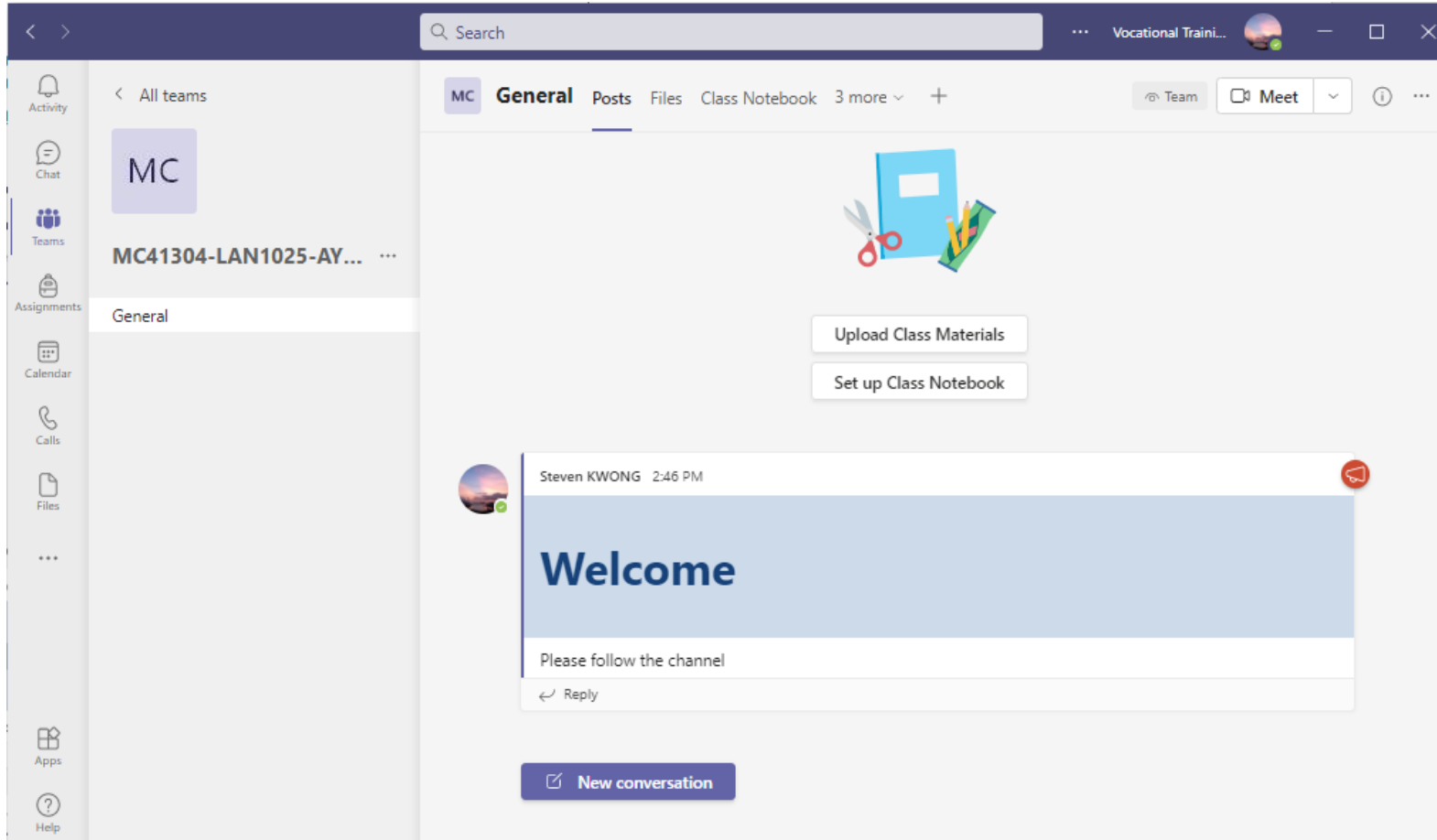
Invite Students to join Class Team in MS Teams
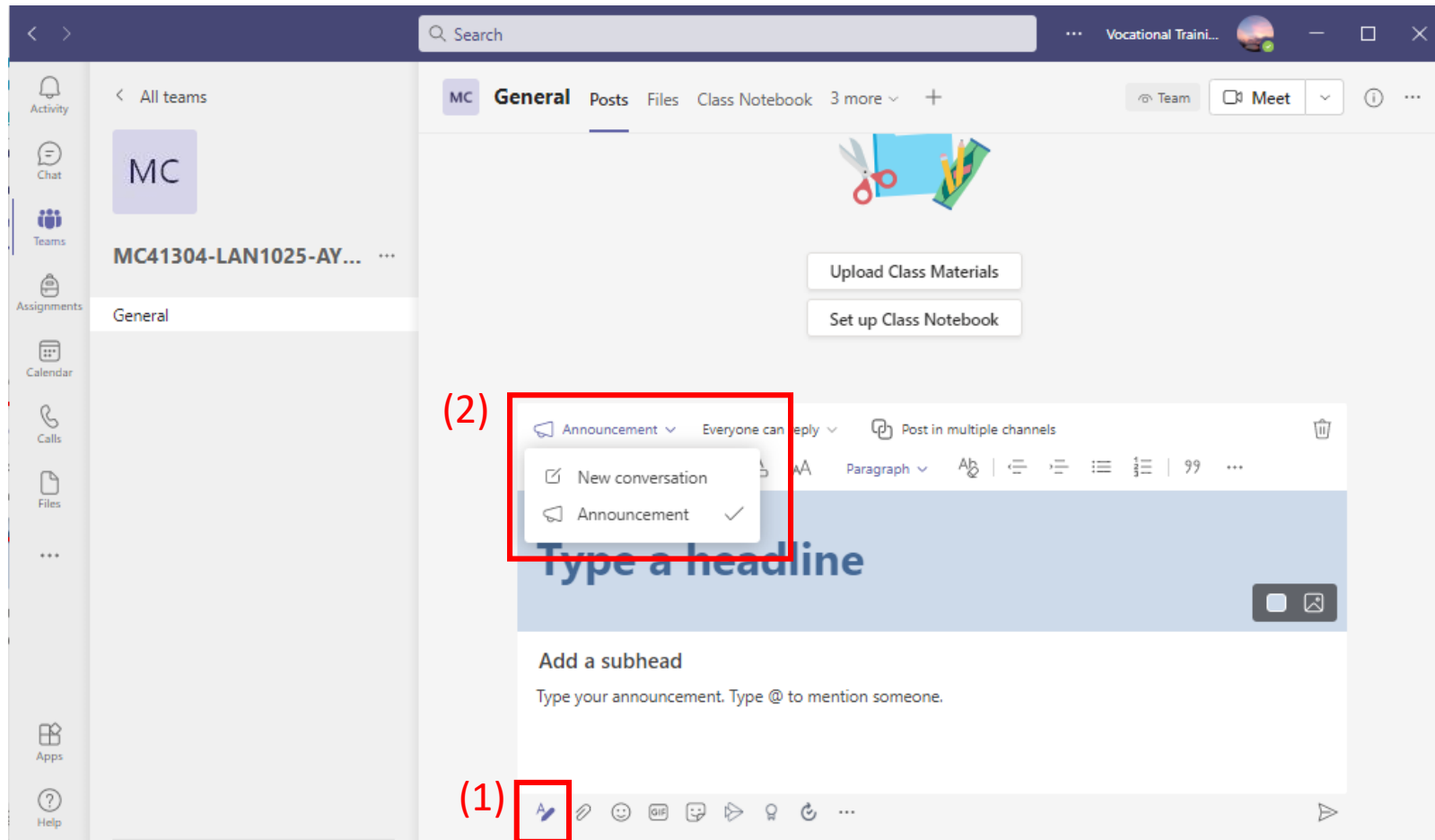
You can post messages with the following features:
(1) Format the text message – switching between plain text and HTML text
(2) Select the post type

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You can remind students to subscribe the channel.

End

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