

User Guide for Teachers (MS Teams for Teaching)

- Creating a Team for Your Class

Note:

(1) Last updated date of this training document /video: 18 Aug 2021, version no.: 2.0

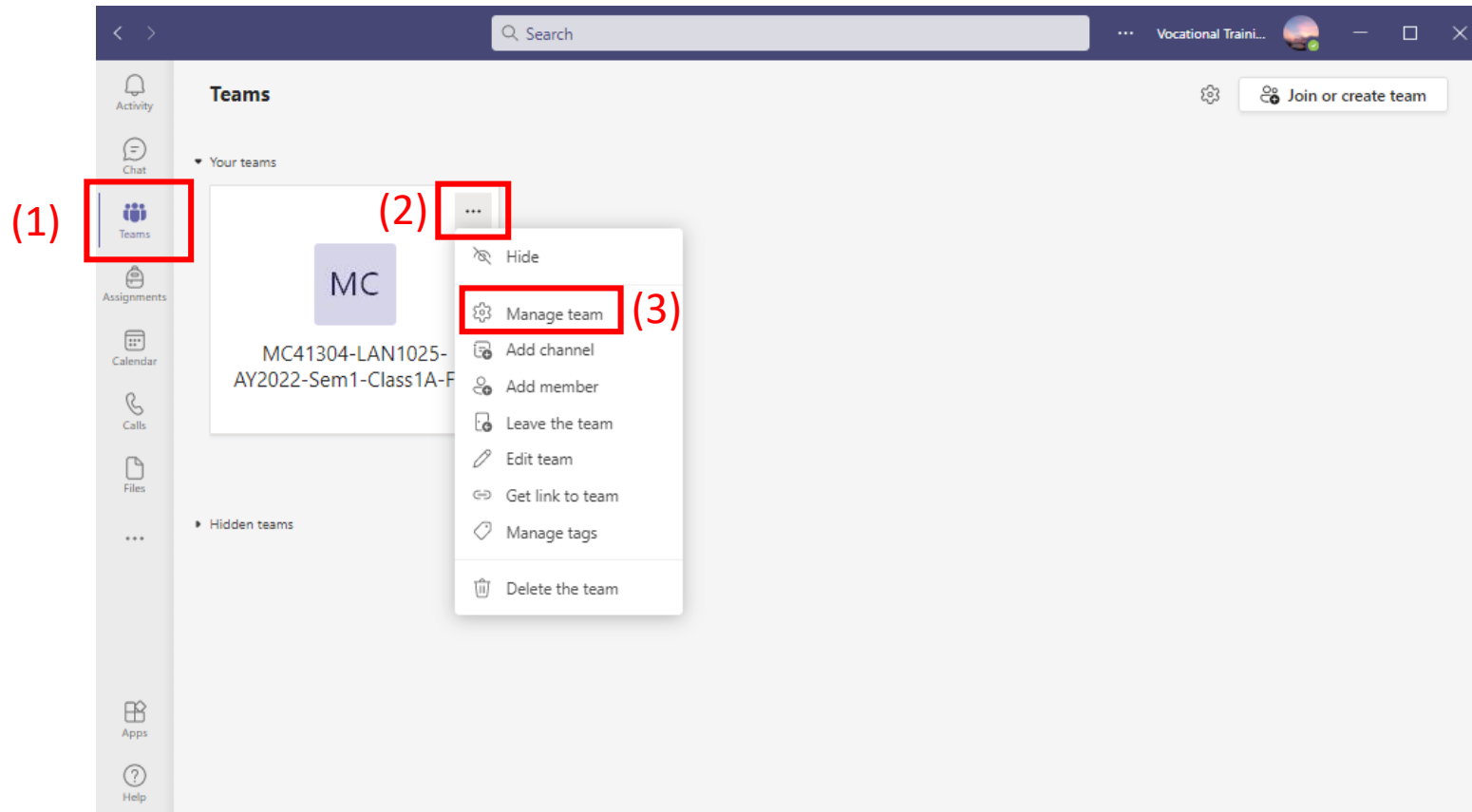
(2) The user-interface (UI) shown in this training document /video may vary from the latest look of Teams app.



6.2 Invite Students to join Class Team in MS Teams



Invite Students to join Class Team in MS Teams



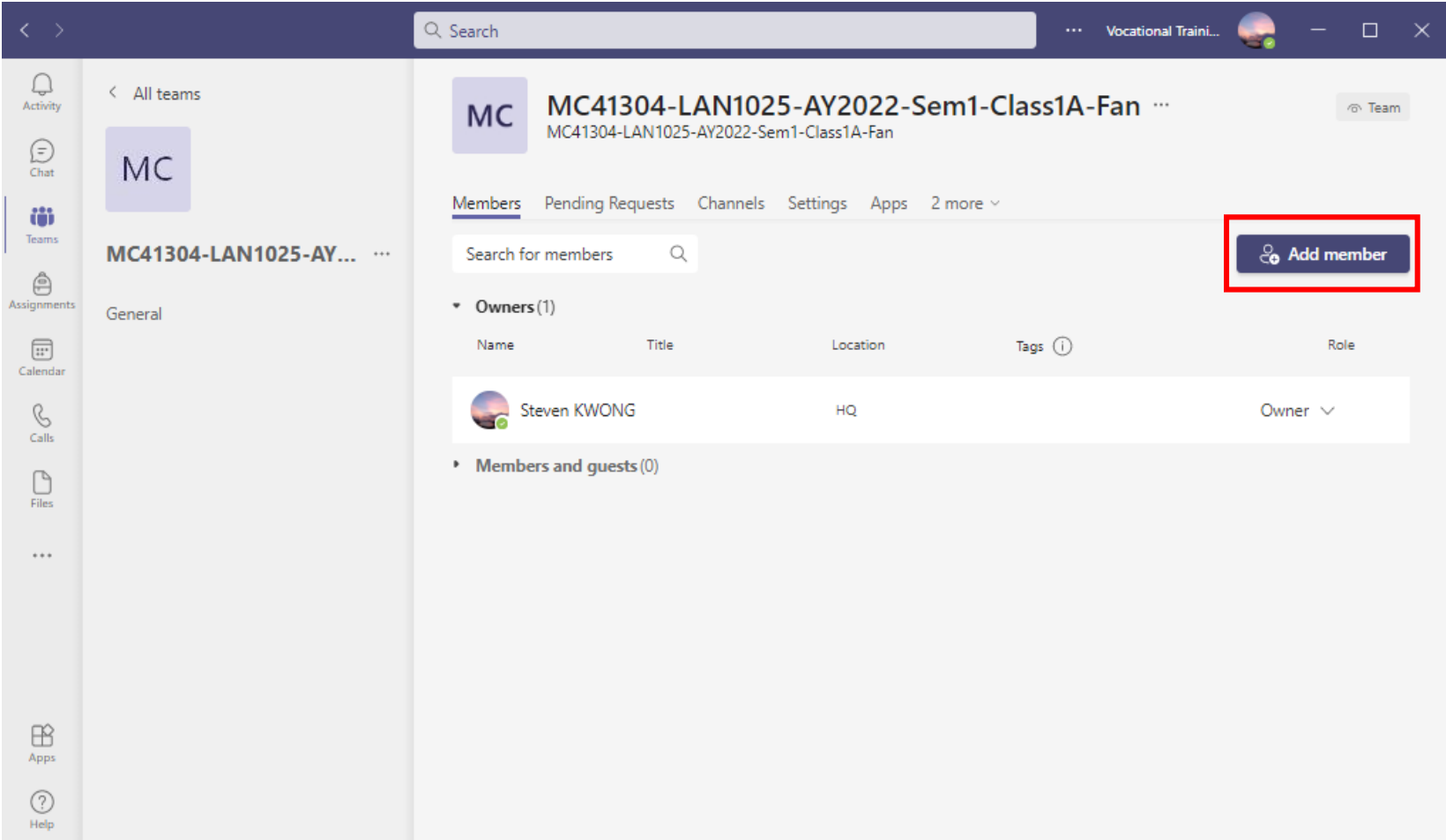
(1) Click the "**Teams**" icon in the sidebar menu.

(2) Find the newly-created "Teams Class" and click "...".

(3) Click "**Manage team**"



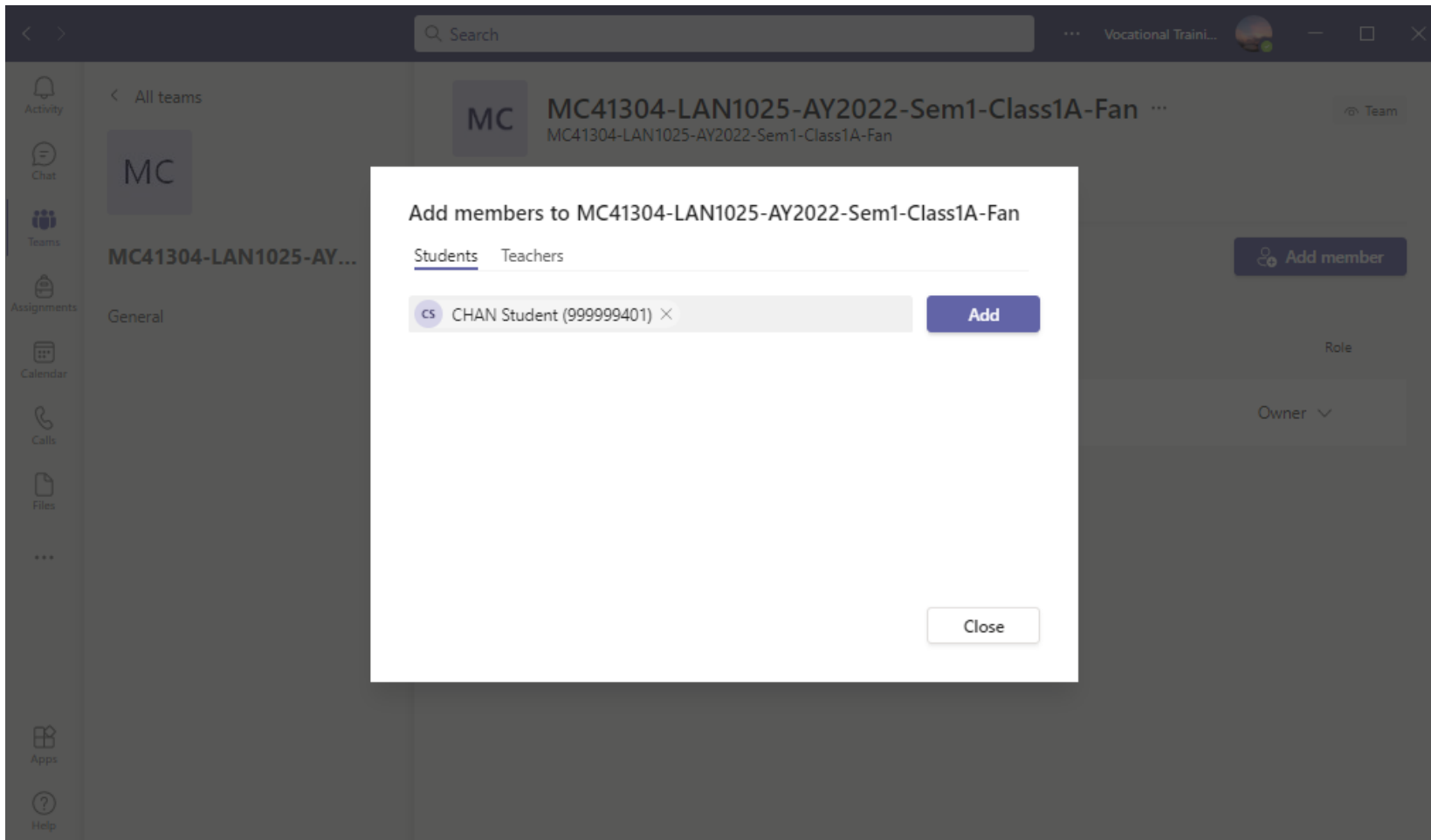
Invite Students to join Class Team in MS Teams



Click the "**Add Member**" button to add students.



Invite Students to join Class Team in MS Teams



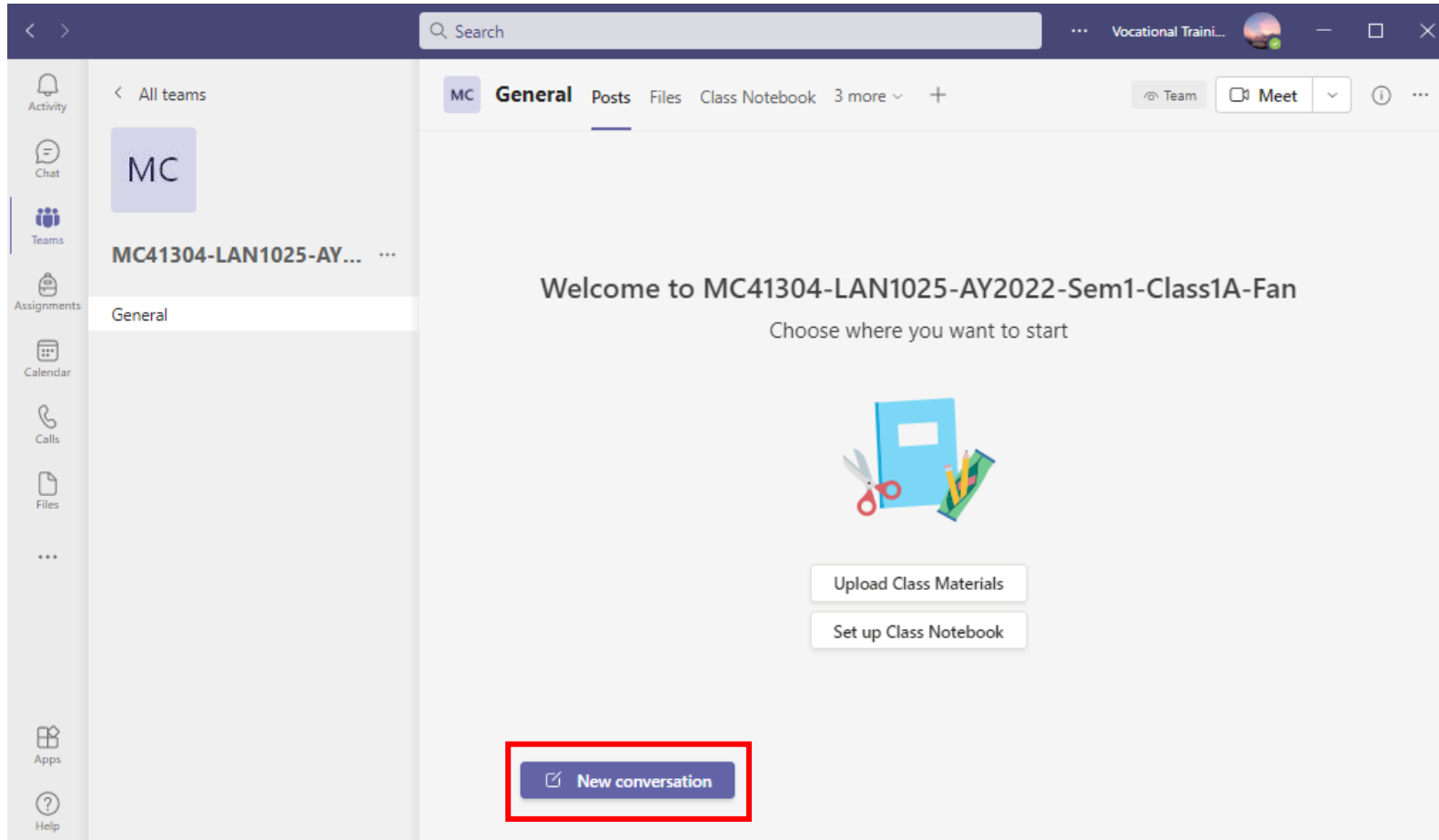
Remarks:

Do **NOT** set students as "Owner" of the group.



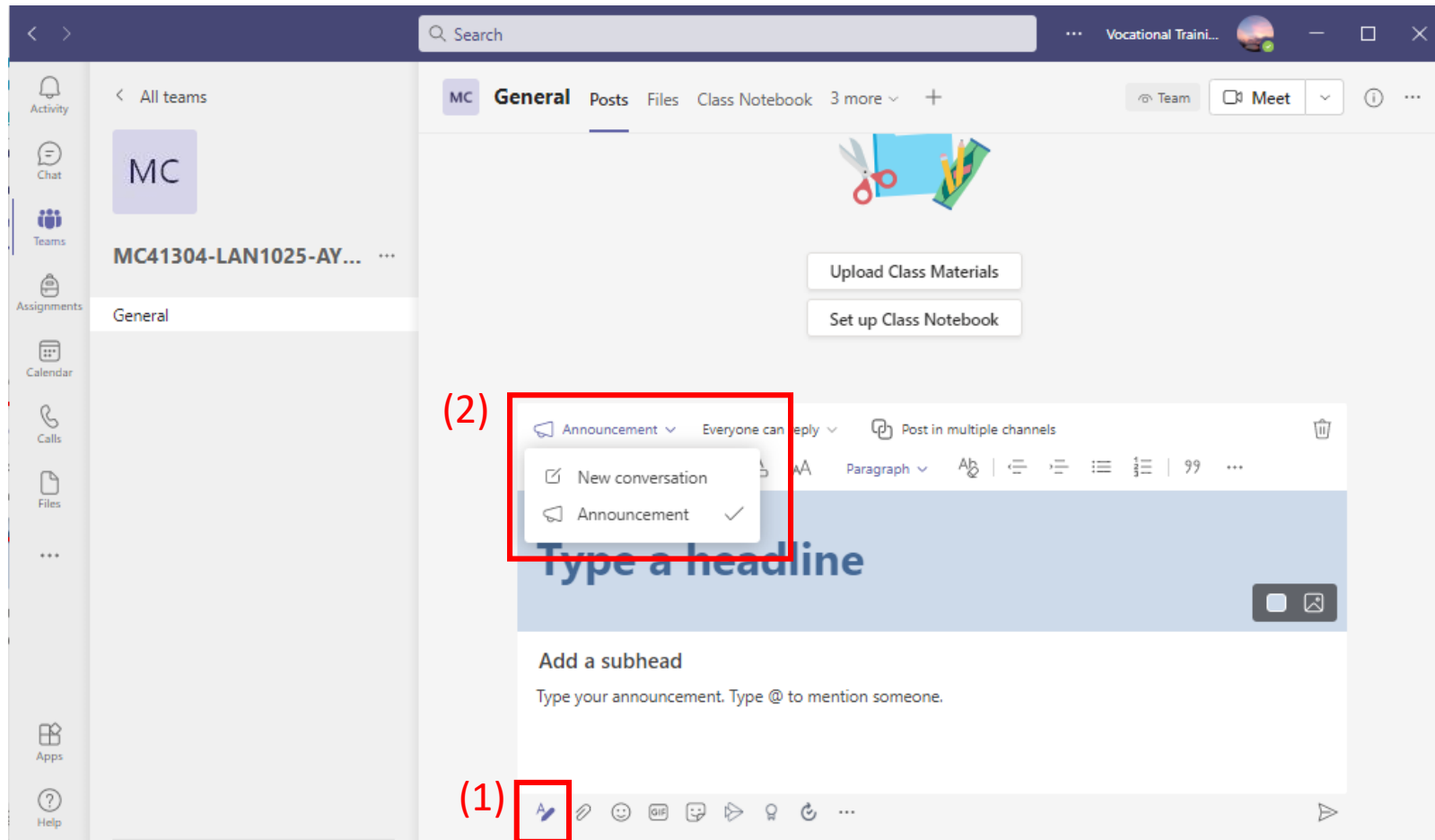
Add students as members to the selected "Teams Class".

Invite Students to join Class Team in MS Teams



Click the "**New conversation**" to post messages in the Teams Class.

Invite Students to join Class Team in MS Teams

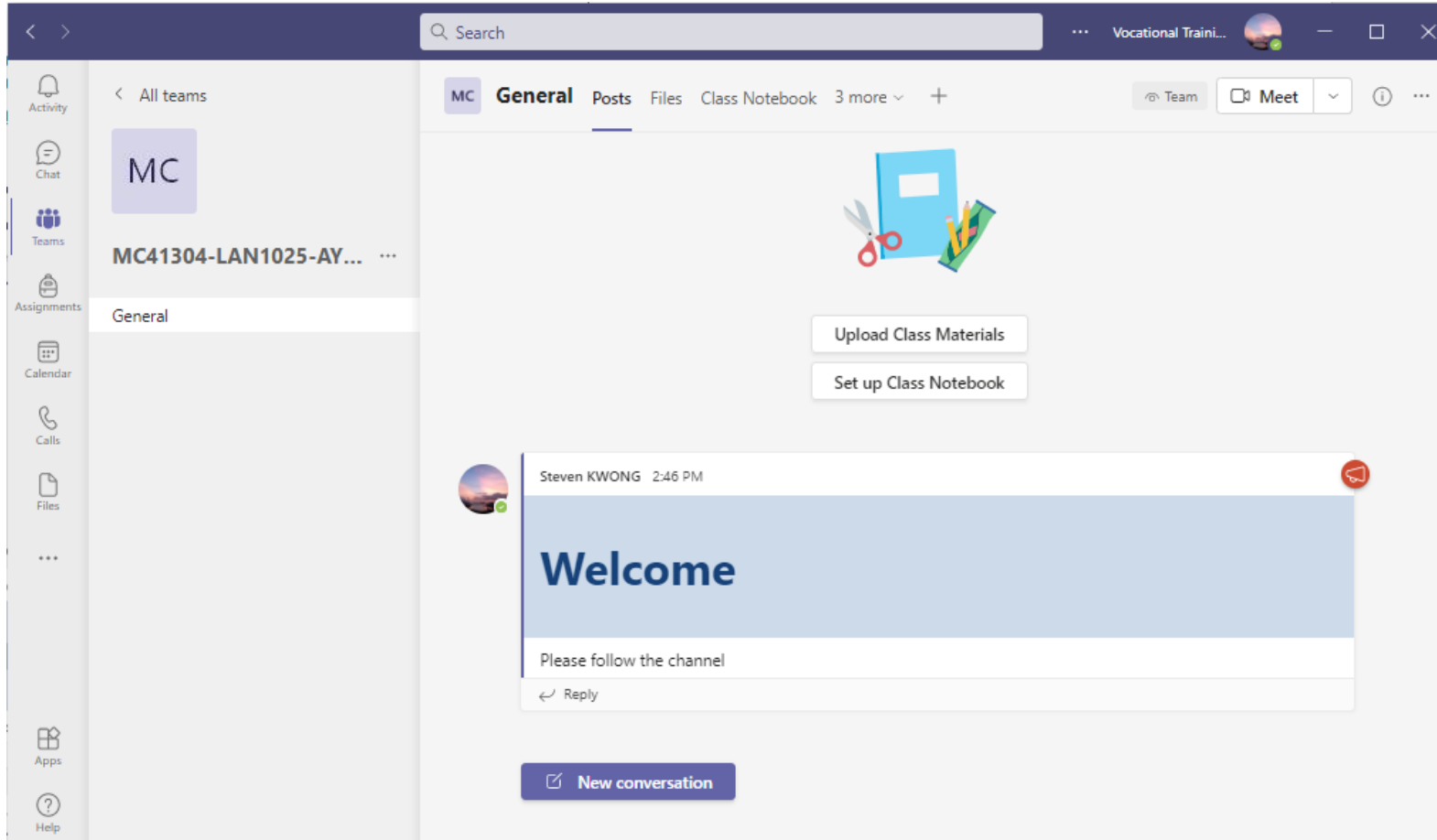


You can post messages with the following features:

- (1) Format the text message - switching between plain text and HTML text
- (2) Select the post type



Invite Students to join Class Team in MS Teams



You can remind students to subscribe the channel.



End



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