

Microsoft Teams

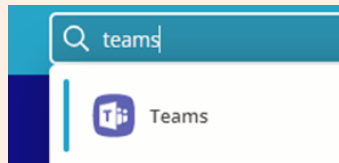
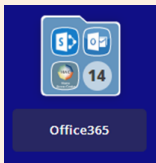
COMMUNICATING WITH MICROSOFT TEAMS

1 CREATE A TEAM

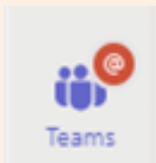
1. Login to [myOLSD](#)

*Please note if you have a district device Teams is installed on all Windows devices. It is preferred to use the installed Teams app on the desktop

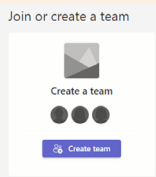
2. Open Office365 folder or search for Teams and click on Teams app.



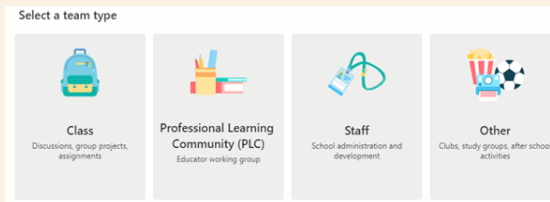
3. Once Teams opens, click on Teams on the left pane.



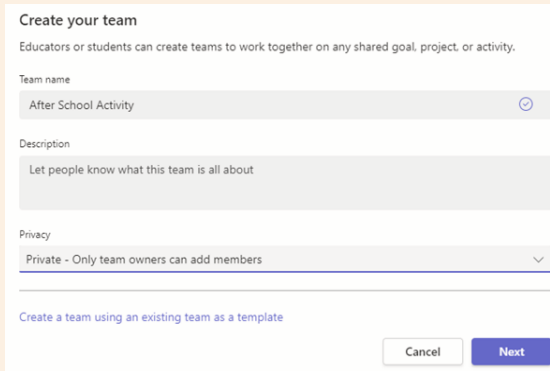
4. In the bottom left, click Join or create a team. Click Create a team.



5. Click on the type of Team you want to create.



6. Name your team and ensure privacy is set to Private. Click Next when ready.

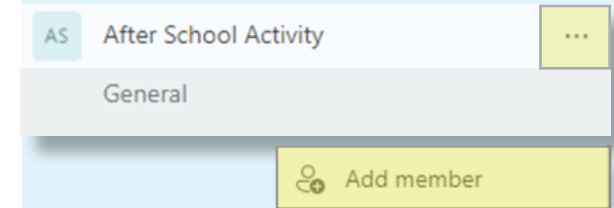


*Please note, a team is already created for each of your classes in PowerSchool.

2 ADD MEMBERS

7. Start adding members or click skip to add members later. You can add members at any time once your team is created. If you already have groups or distributions lists created, you can use those.

8. To add members (students, staff, or parents) after the team is created, click on the 3 dots to the right of your team name. Click Manage Team.



9. Add new members to your team. For students and staff, simply start typing their names, for parents, copy and paste their emails. Again, if you already have a parent distribution list create you can reuse it here.

Alternatively, you can send an invite with a join code to students using email, remind, or any other application you currently use.

-To access this join code, go to Manage team again, click Settings, then expand Team code.

-Click Generate.

-Send code to students or staff.

Guest can't join with a team join code.