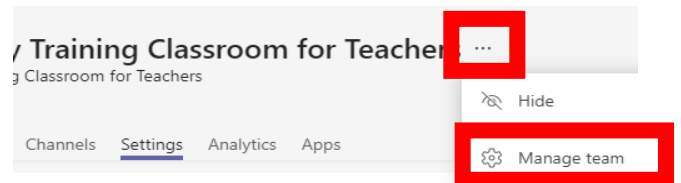




Office 365 Resources

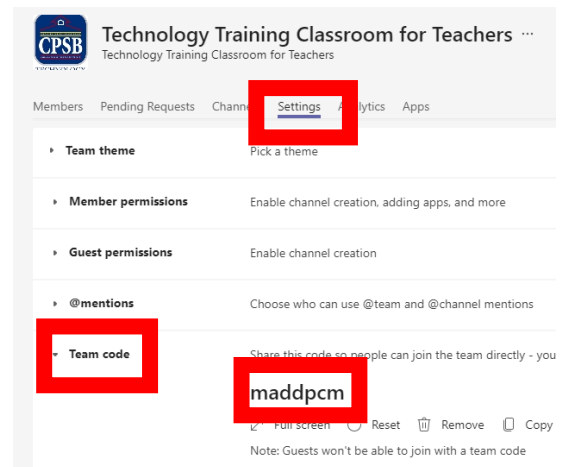
Inviting Students to Join a Class Team

1. Rather than manually adding students to a Class Team, teachers can generate a join code to share and invite students to join their team. To get the join code, click on the ellipsis (...) located beside the team name and select **Manage team**.



2. Next, click on the **Settings tab**, then click **Team code** to expand and view the join code.

The code to join the Class Team will be displayed and can be copied and pasted to share with students.



Following on the next page is an example of instructions that can be used to share with students.

Student Instructions for Joining a Class Team

1. To join the Class Team, either click on the Office 365 logo from www.cpsb.org or go to www.office.com.

2. Sign into Office 365 with your CPSB username with @cpsb.org This is the same information you use to sign into a computer at school, but you need to add @cpsb.org to the end of your username. Click **Next** to enter your CPSB password.

3. Once Office 365 opens, click the **App launcher grid** located in the upper left of the window to select the **Teams** app.

4. Once the Teams app launches, locate the **Join or create team button** found in the upper right of the window.

5. **Enter code** _____, then click **Join team**.

6. This class team is now available from the main Teams page when signed into your CPSB Office 365 account.



Microsoft

Sign in

CPSBusername@cpsb.org

No account? [Create one!](#)

Can't access your account?

Back

Next



Office 365 →

Apps

Outlook

OneDrive

Word

Excel

PowerPoint

OneNote

SharePoint

Teams

Join or create team



Join a team with a code

Enter code

Got a code to join a team? Enter it above.

