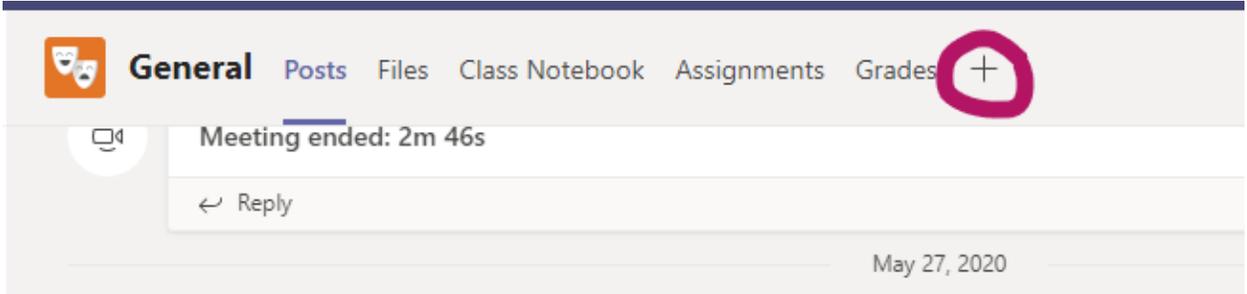
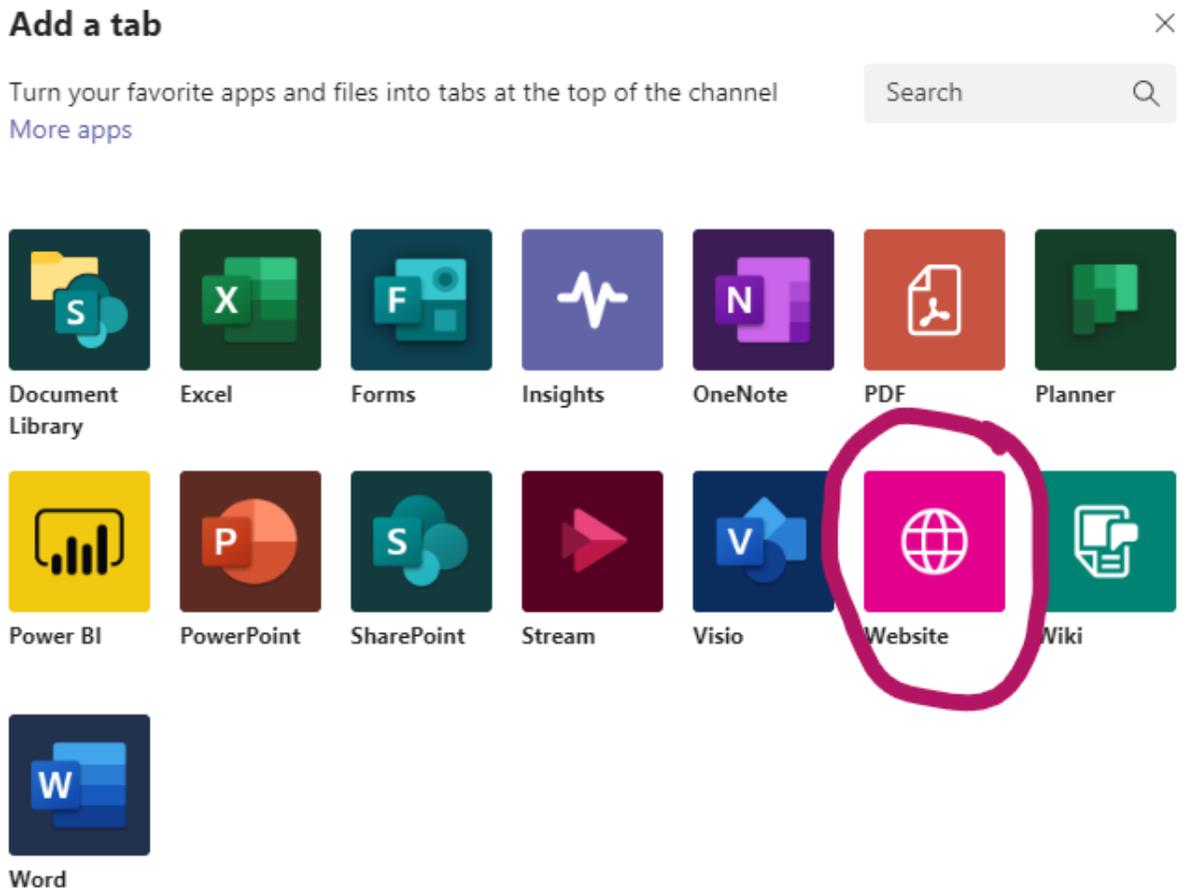


How to add a website tab in Microsoft Teams

1. Click the plus sign at the top of the teams window.



- 2.
3. When the next window comes up click on website.



- 4.
5. Type in the name of the site as you would like it to appear on the tab at the top and the url. The url MUST start with https:// Click Save.

 Website About ×

Tab name

Schoology 

URL*

<https://www.schoology.com> 

*Make sure you're only linking to sites that start with 'https://' and contain trustworthy web content. That way, you and your team can stay secure.

Post to the channel about this tab

Back Save

- 6.
7. The tab will appear at the top of your team.
8. When you click on it and you are in the desktop app, it will just come up in teams. If you are not in the desktop app, you need to click on go to website.