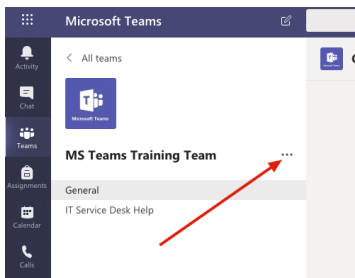
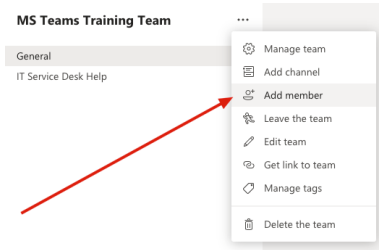


Add member to Microsoft Team:

In your Team, hit the 3 dots next to your Team name:



Click Add Member:



Type their names here and they should autocorrect:

Add members to MS Teams Training Team

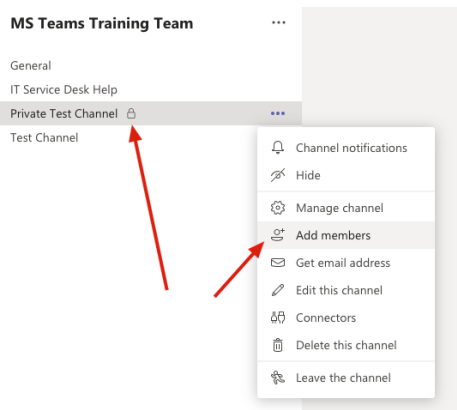
Start typing a name, distribution list, or mail enabled security group to add to your team.

Close

At this point you can specify them as Members or Owners. ONLY make them an Owner if you want them to Add or Remove Members as well? We only suggest two owners per team at best.

That is it... You members should see themselves in your Team

To Add members to Private Channels (You can only add a member to a Private Channel if they are ALREADY A TEAM MEMBER):



Lock indicates a private Channel (Public channel allow all team members)

Hit Add Members and follow the same instructions above. You can set someone to be Owner of a Channel