

Join a Team with a Code

Overview

When you create a Team, you create it to serve an audience. Sometimes that audience is non-negotiable 😊 - members of the department or students of the class. In that case the owner of the Team will 'add members' and the members will receive an email letting them know they have been added to the Team.

Sometimes a Team is created with a purpose and members can *choose* to join that team or the owner may not know who all should be members of the Team. For example, there may be a Team discussing the District benefits and not all people will want to be in it. In this case, as opposed to having to add all the members, a code can be generated for the team and that code can be offered to people to join the team.

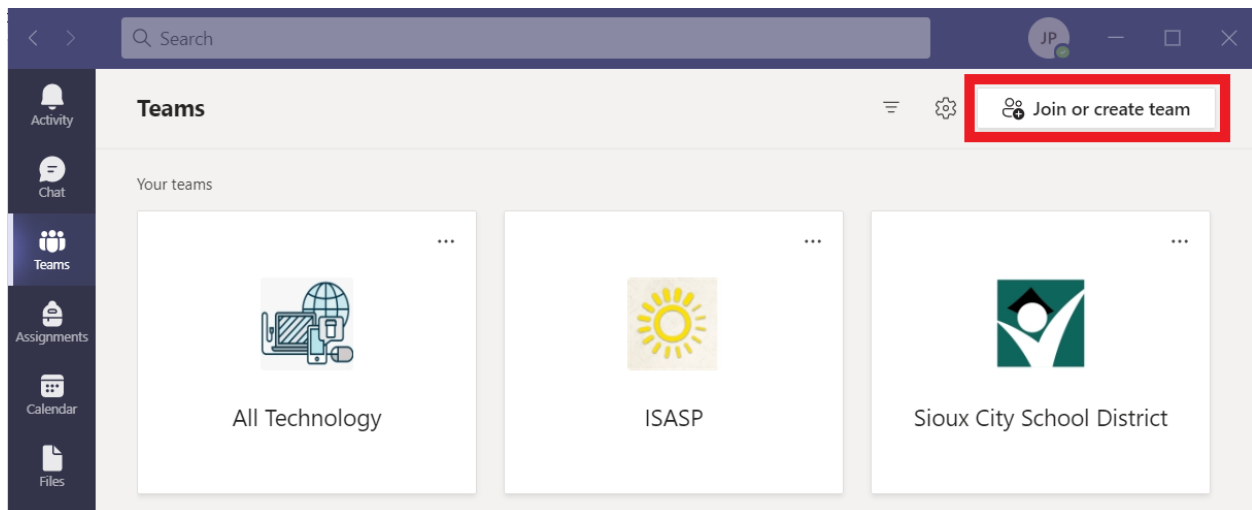
This document assumes a Team has been set up and a 'join code' has been generated.

NOTE

Because anyone with the code can join this team, the community must be careful not to blast the code out to everyone. For example, if students have access to the code for an administrative Team, they will be able to join. So do not share the code.

Join the Team with the Code

To join a Team with a code, go into the Teams app, click on Teams on the left navigation and then click the "Join or create team" button (typically in the upper right portion of the screen).



You will be presented with the following screen. Type in the code you were provided and click the "Join team" button. You should be good to go!