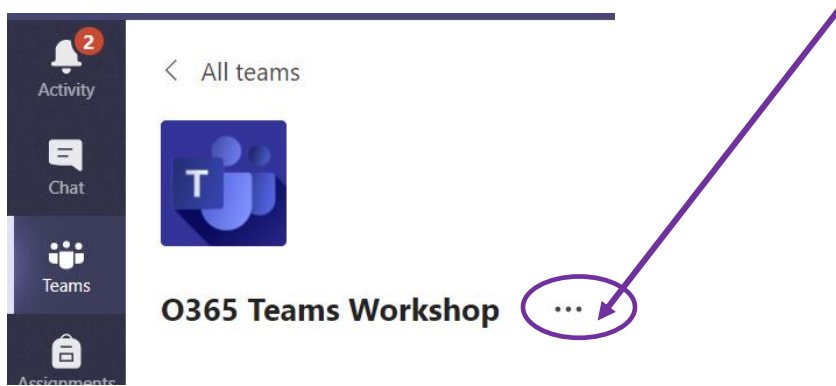


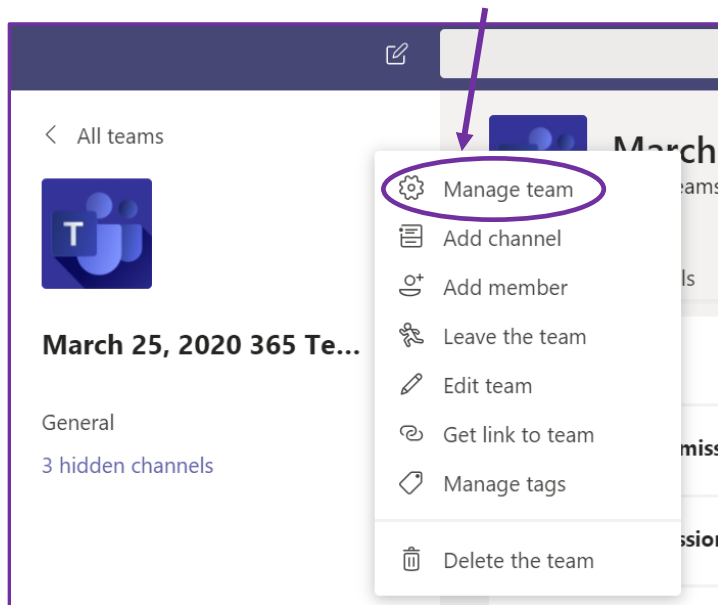
Giving Quick Access to a Private Office 365 Team

Teams allows users to give quick access to a private team.

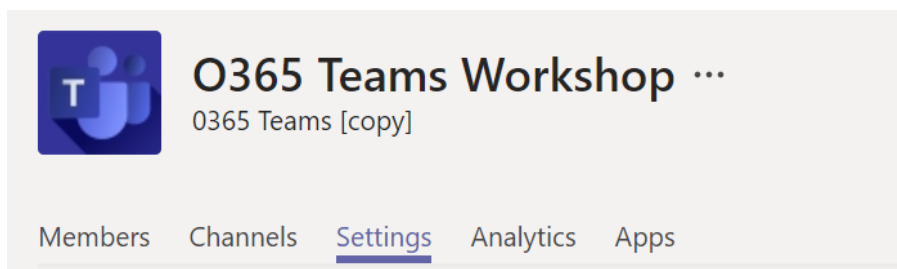
In the team, click the three dots beside the team name on the left side of the screen:



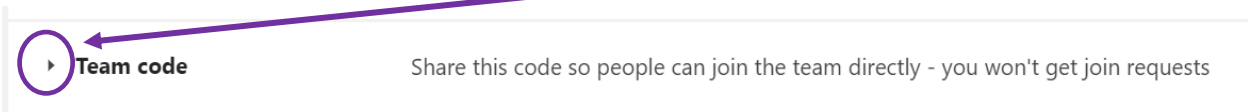
In the dropdown menu, click Manage Team



In the top horizontal menu in the center of the screen, click Settings:

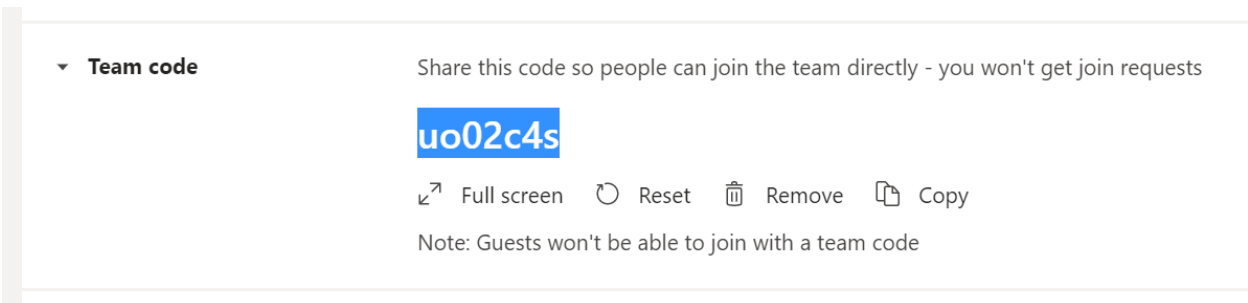


Scroll down to Team Code and click the triangle on the left.



Team code Share this code so people can join the team directly - you won't get join requests

A code will be generated for your team. Notice, you have the option to reset it, should you wish to restrict access at a later date.



▼ Team code Share this code so people can join the team directly - you won't get join requests

uo02c4s

↗ Full screen ↻ Reset 🗑 Remove 📄 Copy

Note: Guests won't be able to join with a team code

Share the code with your students via MIO or email.

Click [here](#) for instructions for students on joining a team with a code.