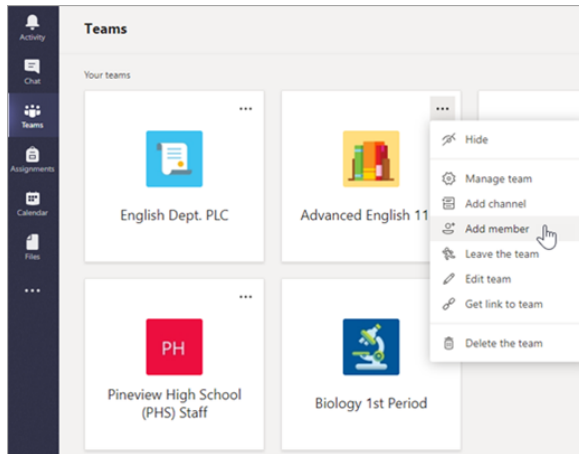
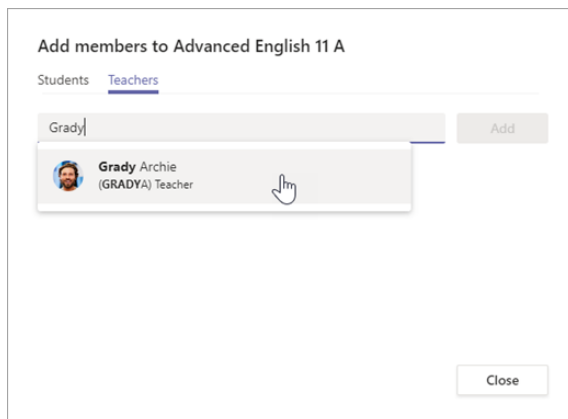


How to Add a Co-Teacher in Teams

1. Navigate to the class team you'd like to add your co-teacher to.
2. Select **More options** **...** next to your class team, then select **Add members**.



3. Select the **Teachers** tab, then type in the teacher's name or email and then select Add.



4. The teacher is immediately added to the class team as an Owner. Select **Close** to return to teams.