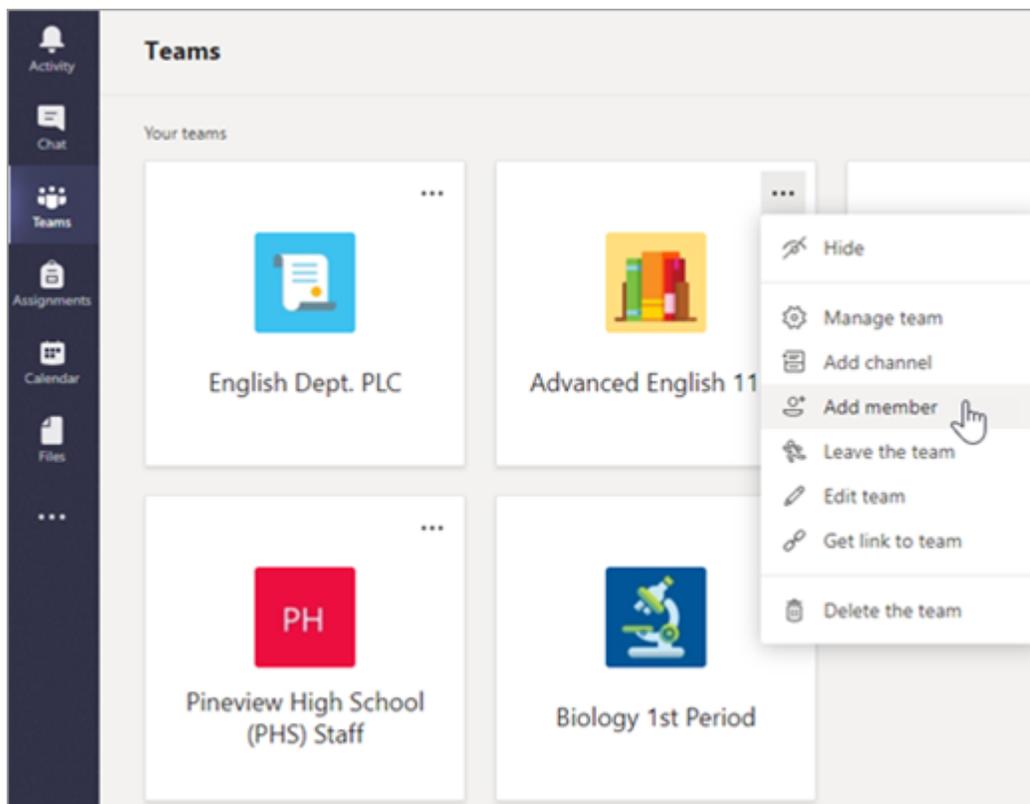


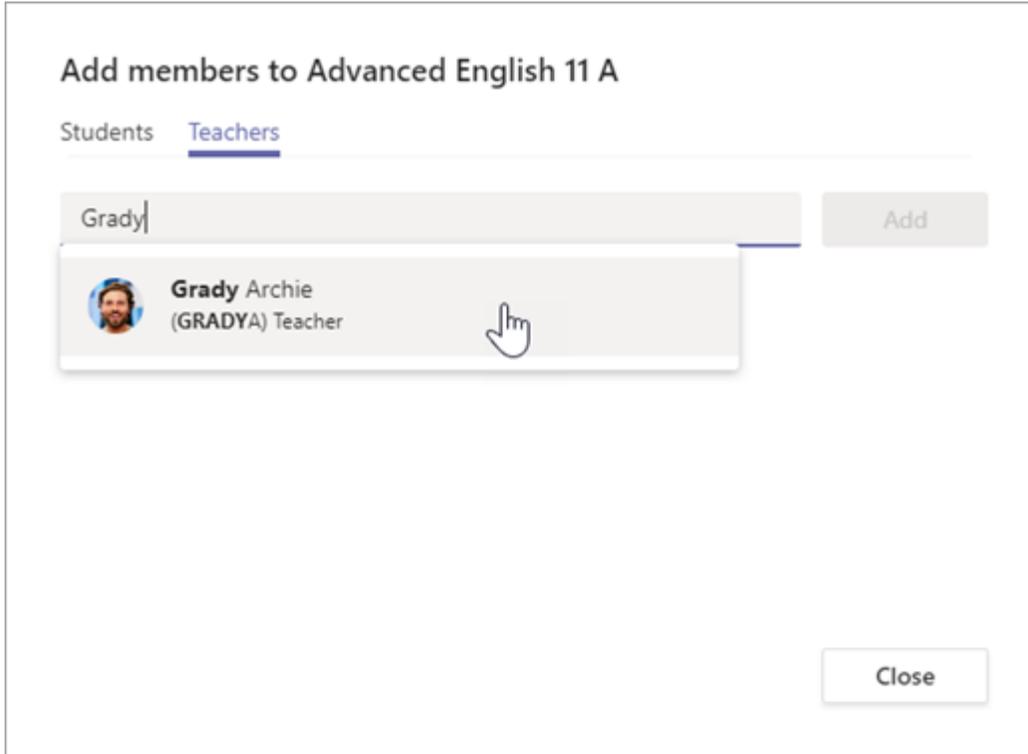
Add a co-instructor/guest to a class team

Teachers can add up to 10 co-instructors to a class team. Each co-instructor will have the same permissions to:

- Set team members' permissions for channels and conversations
 - Control @[team name] mentions that will notify everyone on the team
 - Allow @channel or @[channel name] mentions, which will notify members of the channel
1. Navigate to the class team you'd like to add your co-instructor 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 instructor/guest is immediately added to the class team as an Owner and will receive a notification in Teams app as well in email that they are added to your team. Select **Close** to return to teams.