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.