



# Adding Students to a Team in Microsoft Teams

## **Problem:**

When a faculty or staff member adds a student to a Team that they have created, the student will receive an email invitation to the Team. When the student clicks that link, they are brought to a web page and given a choice to use Teams in the web, or to download the Teams desktop application.

## **Solution:**

This is due to the Teams application opening the Vikings organization and the Team that they were added to exists only in the Berry organization.

- In order to open the Team, they will need to switch organizations using the drop down menu in the top right corner. If they've recently been added to a Team in the Berry organization, there will be a little red badge notification next to that drop down. They will likely need to switch organizations every time they open Teams and need to access a team located inside the Berry organization.
- Students that add other students to a Team should not have to switch organizations as both the students and the Team exist in the same organization.
- The same goes with faculty and staff that add other faculty and staff to a Team.
- If a student adds a faculty or staff member to a Team they own, the faculty or staff member will need to switch to the Vikings organization to access it. (I doubt this will happen often.)
- A GIF of this process from the student's perspective can be viewed here:  
<https://i.imgur.com/UEiiMHp.gifv>