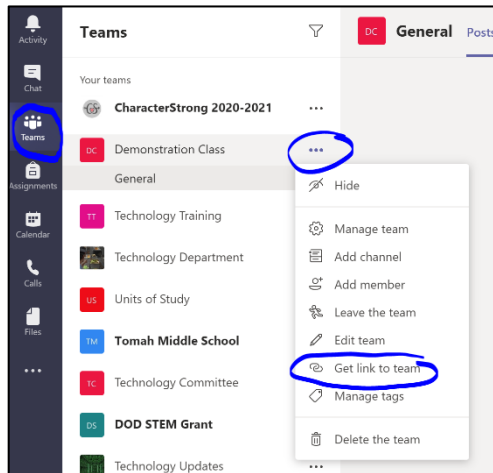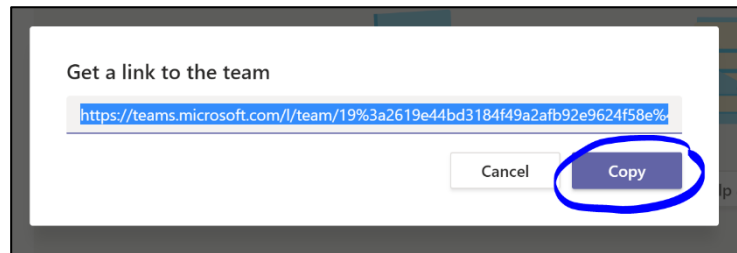# Getting a Link and Join Code to Teams Class
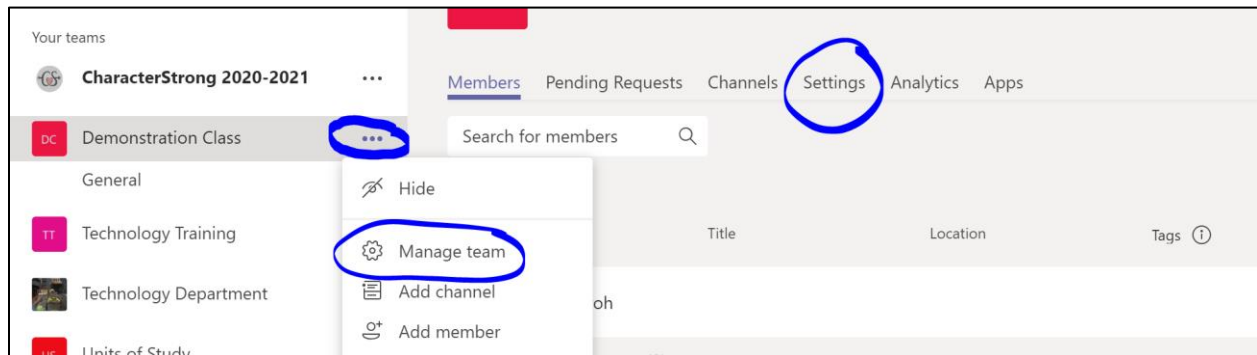
1) Log into Teams.

2) Make sure you are on your "Teams Tab." Click the "more options" button (the three dots) to the right of your Teams Class. Select "Get link to team."

3) Click copy on the next popup menu. Paste this link to a Word doc to later copy and paste into Schoology (NEXT TUTORIAL), or have directions in Schoology ready to paste into before completing this step. The popup will disappear when you click "Copy."

4) Click on the "more options" button to the right of your Teams Class and this time, select "Manage team." On the next page, click the settings Tab. (I have combined these two steps into one image).

5) Click on the "carrot" next to "Team code" to expand the menu. Click "Generate" to generate your team code. Copy and paste the team code onto your Word doc to later copy and paste into Schoology (NEXT TUTORIAL), or paste into Schoology directions for students now, while completing these steps.