Missing Team groups

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Missing Team groups

To add a member to a Microsoft Teams group, you typically need to be a team owner or have permission to manage members. Heads of departments have the ability to add members to Team groups.

Here's a step-by-step guide on how to do it:

Open Microsoft Teams: Go to the Microsoft Teams app or website and log in with your credentials.

Navigate to the Team: Locate the team to which you want to add a member. Teams are listed on the left sidebar. Click on the team's name to open it.

Access Team Settings: In the top-right corner of the Teams interface, you should see three dots (ellipsis) next to the team's name. Click on the ellipsis to open a dropdown menu. Select "Manage team" from the menu.

Manage Members: In the Manage team settings, you'll see options related to managing members, channels, apps, etc. Click on the "Members" tab to view the current members of the team.

Add a Member: To add a member, click on the "Add member" button or a similar option depending on the interface. This will open a dialogue box where you can enter the email address of the person you want to add.

Enter Email Address: In the dialogue box, enter the email address of the person you want to add to the team. You can also search for the person's name if they are within your organization.

Select the User: After entering the email address, Microsoft Teams will search for the user associated with that email. Select the correct user from the search results.

Choose Member Role

Click Add: Once you've selected the user and specified their role (if applicable), click on the "Add" button to add them to the team.

Confirmation: After adding the member, you should see a confirmation message indicating that the user has been successfully added to the team.

Schools using Salamander

Team groups are created by syncing data from your MIS system such as SIMs, Arbor.

Staff : Please ensure the user has timetabled lessons set within the MIS system.

Students : Please ensure the user has timetabled lessons, a school email address and tutor group set within the MIS system.

Contact IT Support: If none of the above steps resolve the issue, contact your IT support team for further assistance. They may need to perform additional troubleshooting or repairs to resolve the problem.