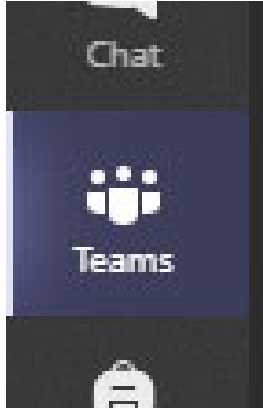
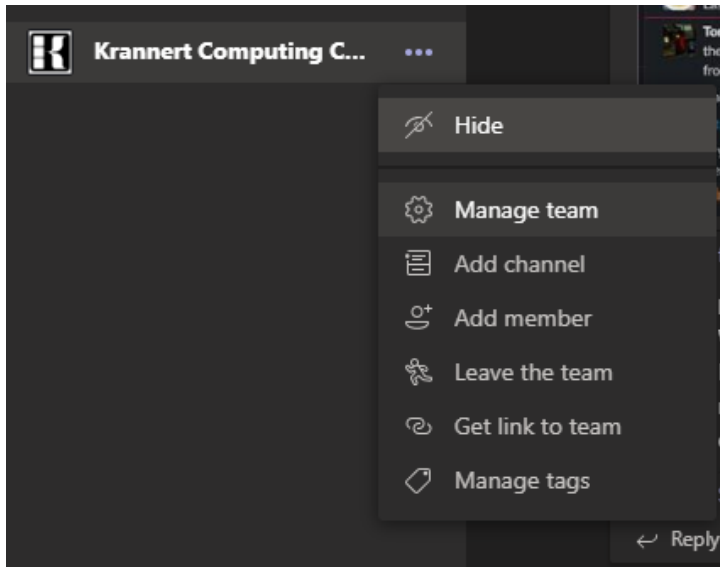


## How to Find an MS Teams Team Owner and Add a Member

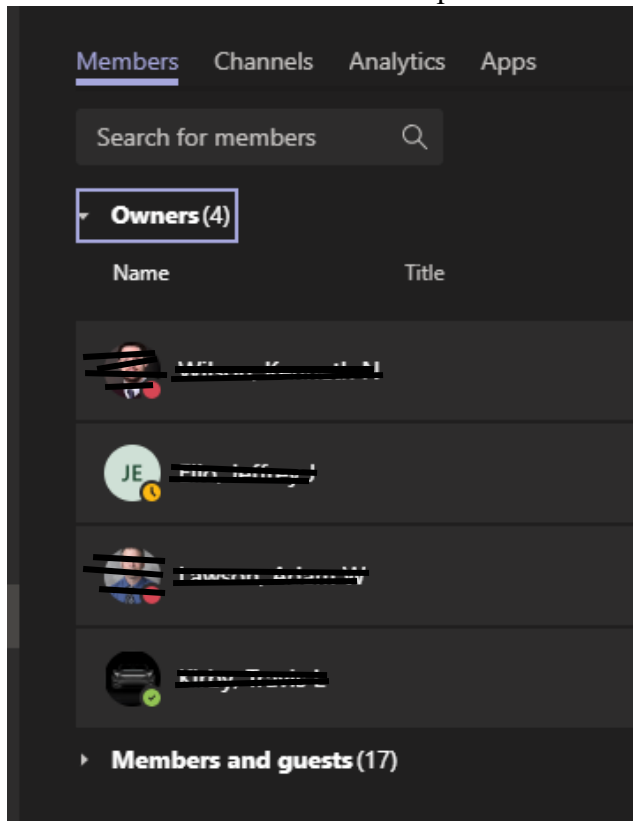
On the left side of the screen, click Teams



In the “Your Teams” section, click the 3-dot Menu to the right of the Team you want to manage, then click Manage Team



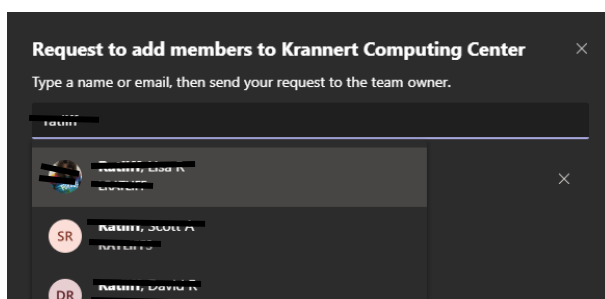
Click the Members tab to see the owners and members of the team. Click the small white arrow next to Owners or Members to expand that section.



To Add a Member: Click the Add Member Button in the upper right corner of the screen



Start typing the person's name until they show up in the list and click their name. Repeat until all new members have been added.



Once all new members are in the list, click the Send Request button to complete the process. An email message is sent to each new member letting them know they have been added to the group.

### Request to add members to Krannert Computing Center

Type a name or email, then send your request to the team owner.

JY

Yokum, Janet E

yokumj@purdue.edu

×

SS

Stone, Sue Ann Marie

stone1@purdue.edu

×

Cancel

Send Request