



Create a team code to join a team directly

Note: Guests won't be able to join with a team code

Process	Description	Activity
Open Microsoft Teams	Click the 3 dots next to the desired team	
Manage team	Select "Manage team" in the pop-up menu	
Go to settings	Click "Settings"	
Generate team code	Click "Team code"	
Create team code	Click the button "Generate"	
Share team code	Share this team code so that participants can join the team directly – you will not receive requests to join.	