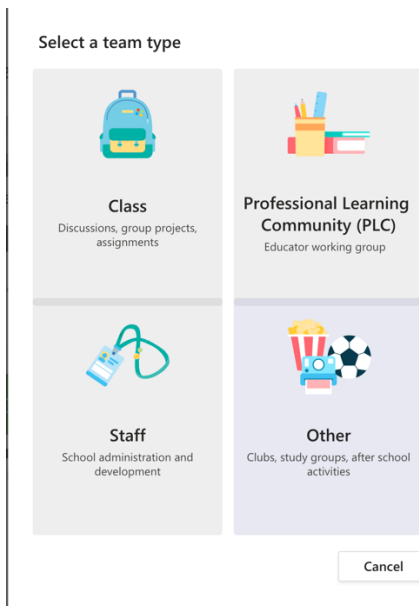


**THESE STEPS WALK STAFF THROUGH CREATING A TEAM IN ORDER FOR GUESTS OUTSIDE OF THE ORGANIZATION TO JOIN A VIRTUAL MEETING**



**SELECT OTHER**

## Create your team

Educators or students can create teams to work together on any shared goal, project, or activity.

Team name  
IEP Test Team

Description

Privacy  
Private - Only team owners can add members

NAME YOUR  
TEAM / SET FOR  
PRIVATE



Create a team using an existing team as a template

Cancel Next

## Add members to IEP Test Team

Start typing a name, distribution list, or security group to add to your team. You can also add people outside your organization as guests by typing their email addresses.

salmon-hosey (Guest) Add

ADD GUESTS OUTSIDE OF THE  
ORGANIZATION

Skip

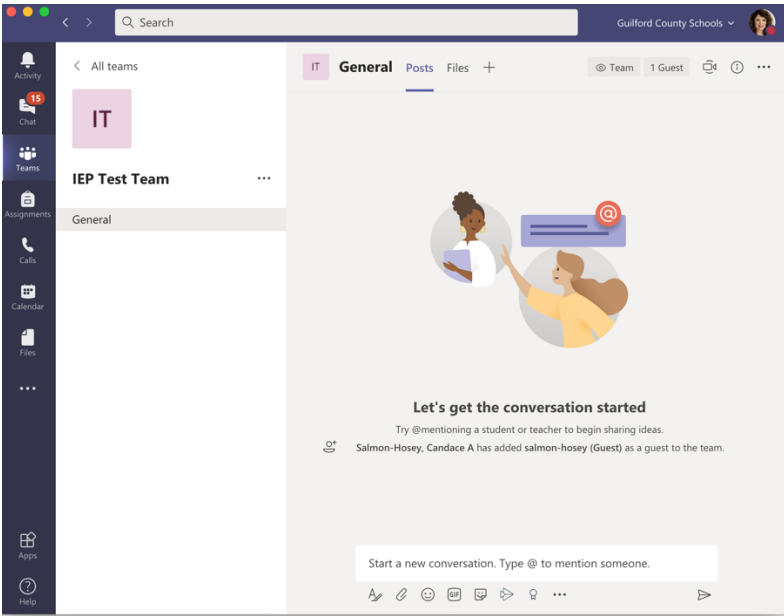
## Add members to IEP Test Team

Start typing a name, distribution list, or security group to add to your team. You can also add people outside your organization as guests by typing their email addresses.

salmon-hosey@att.net Add

Add salmon-hosey@att.net as a guest

Skip



TEAM IS CREATED AND YOU CAN SCHEDULE A MEETING

