

Join an existing team Video Transcript:

In this movie, we will see how to join a team that you did not create. Now, if somebody else creates a team and adds you to it, then you're just automatically added to that team, and it will show up here on this list. But what if you want to join a team that somebody else in your organization has created, but they did not already add you to it? Well, first, if somebody creates a team and they set it as a public team, then you can find it and join it even if the owner did not add you. What you'll do is go to the button to Join or create a team. From here, you may see some suggested teams listed on this screen. Or, if you know the name of a public team, you can search for it. So I'll go to the Search field at the top. I'm gonna search for the word social, and I can find the Social Committee team here. This is a public team. I can see that listed right there. That means that the person who created the team is happy for anybody in this organization to join it. So all I need to do is point at this, click Join team, and now I'm a member of that team. And I can see it listed over here on the left. So that's one option. But what about a private team, which will not show up in the search? Or what if you don't know the name to search for? Well, in that case, the owner of a team can invite you using one of two remaining methods. For this, I want to switch over to a different computer. This is Judson's computer. We can see that he has created a team for the QA Department and one for Facilities, and these are both private teams. You can see, when I select them, it has this Private label up in the top left corner. Now, one way Judson can invite somebody to join one of the teams is by sending them a link to that team. Just select the team in question, go to the menu button over here on the right, then click on Get link to team. From here, you can click this Copy button and then paste the link into an email or something like that to send it to whoever you want in your organization. Any member of a team can get this link and can send it to somebody. However, this is important, if this is a private group and somebody clicks on the link, that will send a request to the owner of the team, asking for permission to join it. The owner will have to approve that request if it's a private group. Okay, let's cancel this, and the other option is to send a code to somebody to join a team. Only a team owner can get the code and send it. So for that, we'll go to a different team. We'll click on this button to open up the menu. We'll go to Manage team, and I'm looking for this Settings tab. That is only going to be there if you are the owner of the team. But if you go into Settings, there's an option here for the team code, and that shows the code to join the team directly. And as it says here, if somebody uses this code to join the team, the owner does not have to approve the request. Okay, so now you've seen how you can get the link or the code. Earlier, Judson already emailed both of those to me. So to see how this works, let's switch back to my computer. Now first, here on my

computer, I'm still in the search results, so I do want to hit this X button here to clear the results. So you do want to go to Join or create a team, and you should see an option here to join a team with a code. So if you have that code, you can type it in here or paste it in, and then you can click Join team. Once you do that, you will immediately be a member of that team, with no need for further approval. Now let's see how to join with a link. For that, I actually do need that link, so I'm going to switch over to my email. Here's an email message from Judson, where he pasted in the link to a team. So really all I need to do is click on that link. And if you have the desktop application for Teams installed on your computer, it will switch you over to that. And in Windows, it asks for my permission to switch to that app. You could also click on this button to open up the web version of Teams if you wanted to, but I do want to use the desktop application, so I'll click Yes. It will open up the Teams desktop application, and I have to confirm that I want to join that team. Now, this is a private team. So if I click the Join button, it's just going to send a request to the team owner, asking for permission for me to join the team. I can see it simply says Request sent. And if I close this little panel, I do not see that team automatically on my list. The owner of the team will have to approve that request first. So let's see that. Let's switch back over to the owner's computer. And we're dealing with this QA Department team, so we'll have to open up the menu next to that, go to Manage team. The owner of the team will see this tab for Pending Requests, and here he can see that that request is there. He can either accept or deny that request however he feels appropriate. So let's say Judson wants to approve that request. He'll click Accept. And now that he's accepted my request, I'm now a member of that team. So if you are not automatically added to a team by the owner, you now have a few options to join both private and public teams later. pretty vital.