

Add Members to Team Meeting Group in Bulk (Add all students in a class)

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You can add multiple members or students to a group for Teams Meeting sessions. To bulk add guests or an entire class to a Teams Meeting group first create the group in Outlook.

Create a group in Outlook

Note: If the instructions below don't match what you see, you might be using an older version of Outlook on the web. Try the [Instructions for classic Outlook on the web](#).

1. Open Outlook on the web
2. In the left pane, next to Groups, select the three dot button.
3. Fill out group information:

- Group name: Create a name that captures the spirit of the group.

Once you enter a name, a suggested email address is provided. "Not available" means the group name is already in use and you should try a different name. Note that once you choose a group name, it cannot be changed.

- Description: Optionally, enter a description that will help others understand the group's purpose. This description will be included in the welcome email when others join the group.
- Privacy: By default, groups are created as Private. This means only approved members in your organization can see what's inside the group. Anyone else in your organization who is not approved cannot see what's in the group.
 - Select Public to create a group where anyone within your organization can view its content and become a member.
 - Select Private to create a group where membership requires approval and only members can view group content.
- Classification: Choose a classification. Options available depend on what your organization has set up.
- Send all group conversations and events to members' inboxes Optionally, check this box to enable members to see all group conversations and events in their inbox without having to visit separate group workspaces. Members can change this setting for their own mailboxes.
- Select Create.

Add students to Outlook Group (Scroll to instructions for add group from Excel)

Create Group in Teams

Add individuals or the newly created Outlook distribution list/group. You can view the new group by:

1. Selecting the Team icon on the menu bar, located within the Team App.

2. **Create a Teams Group**
 3. Find the newly created group and select the three dots on the group block.
 4. Select Edit Team to view the list of members in the group.
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