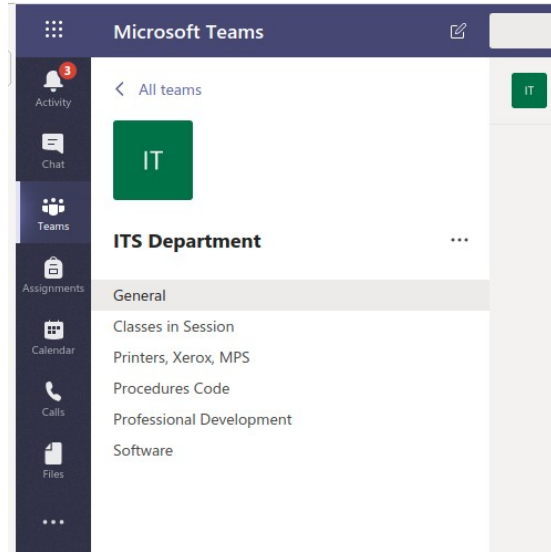


## To combine 2 or more Teams into 1

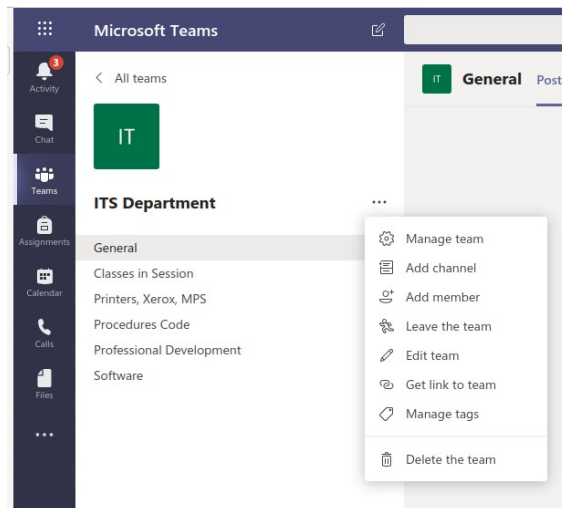
Select one of the Teams to be the “Main Team”

Click on the “Main Team”

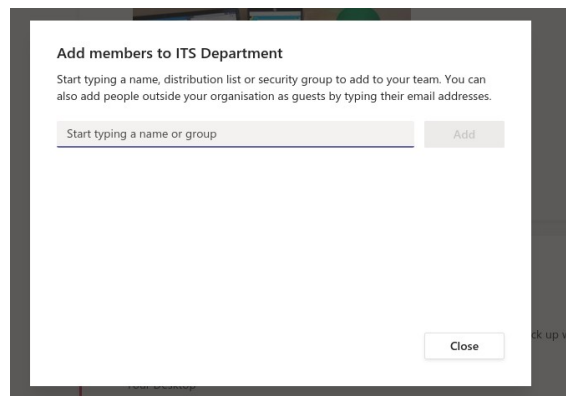
Click on the ... (three dots) next to the Team Name



Click on “Add Member”



Add students from other sections by typing in their name or student ID. You can do multiple people before clicking the Add button. Then click the Close button.

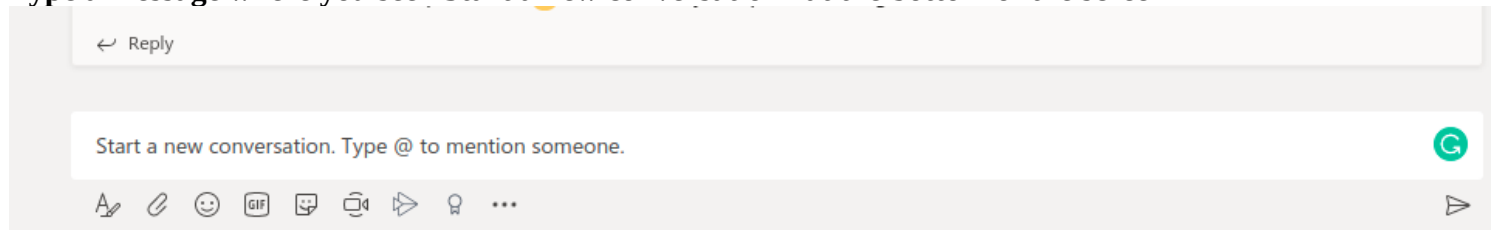


Once you have added all the students from one Team to your “Main Team”.

Go into the Team you now no longer want to use

Click on the “General” channel

Type a message where you see “Start a new conversation” at the bottom of the screen



directing students to the “Main Team” you want to use