

# How to Add Users to Teams & SharePoint

Assign staff to Teams channels and grant SharePoint site access

 Magister Operis Systems

 Teams + SharePoint

 20 min

 Beginner

**Jean Claude Munyakazi**

## What You Will Learn

### PART A - TEAMS

- Create the MOS IT Support Team in Teams Admin Center
- Add channels: General, Incidents, Announcements
- Add IT Support staff as team members
- Set roles: Owner vs Member appropriately

### PART B - SHAREPOINT

- Open SharePoint Admin Center
- Create MOS-IT-Support team site
- Add users with correct permission levels
- Verify site appears in Active sites list

### WHY THIS MATTERS

- Every new user needs Teams + SharePoint access
- Correct permissions prevent data leaks
- Core step in every onboarding workflow
- Foundation for collaboration in M365

Scenario: Chris Vogel was created in Runbook #001. He now needs access to the IT Support Team in Microsoft Teams and the IT Support SharePoint site.

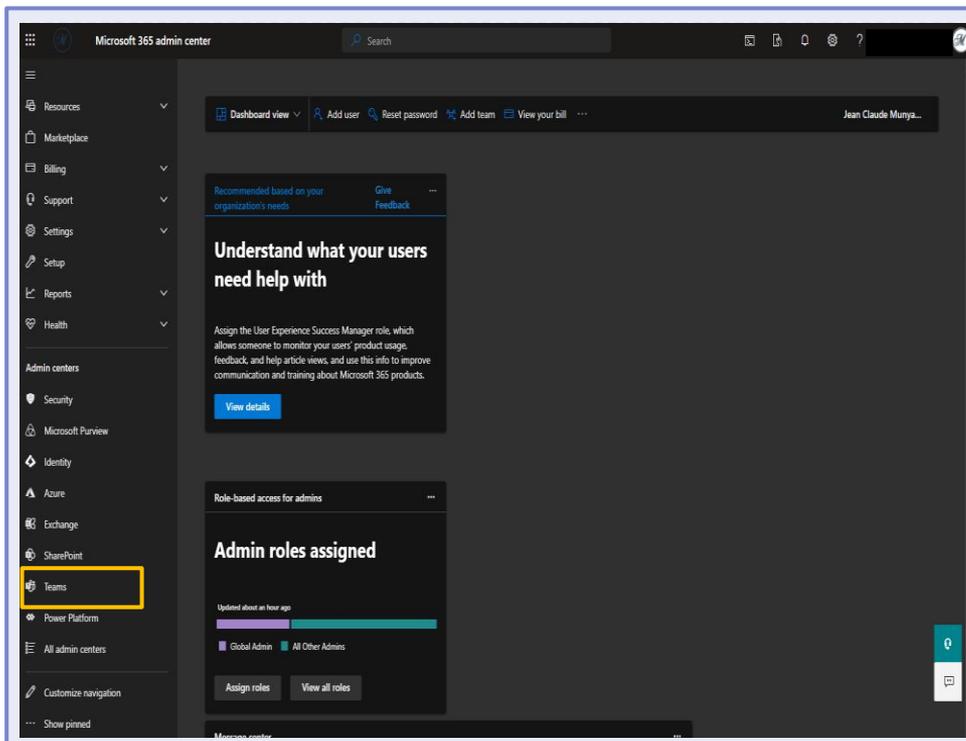
## Prerequisites

Requirement	Details
Admin Role	Teams Administrator or Global Administrator
Users	All 23 MOS staff created in Runbook #001 must exist
Teams Admin Center	admin.teams.microsoft.com
SharePoint Admin	admin.microsoft.com → Admin centers → SharePoint
Licences	Users need M365 Business Basic or higher for Teams access
Note	Unlicensed users can be added but cannot sign in to Teams

# A

## Part A - Microsoft Teams

Create the MOS IT Support Team and add staff

**STEP 1** Open Teams Admin Center**INSTRUCTIONS**

- Go to: [admin.teams.microsoft.com](https://admin.teams.microsoft.com)
- Sign in with your Global Administrator account
- → [Teams Admin Center dashboard loads](#)
- In the left menu look for: Teams section

## STEP 2

## Navigate to Manage Teams

Microsoft Teams admin center

### Manage teams

Teams and channels are collections of people, content, and tools used for projects or outcomes within your organization. You can manage all teams and channels, and create new ones. Go to the [Admin center](#) > [Groups](#) to manage Microsoft 365 groups. [Learn more](#)

**Users summary**

42	34	8
Total users	Internal users	Guests

+ Add Edit Archive Delete Renew 5 teams Search for a team

Name	Standard channels	Private channels	Shared channels	Privacy	Status	Description	Classifier
Jean Claude ...	1	2	0	Private	Active	Check here for organiza...	-
Mzi-Wiki	1	0	0	Private	Active	Mzi-Wiki is the structur...	-
Mzi-Work...	1	0	0	Private	Active	Mzi-Workspace is the all...	-

## INSTRUCTIONS

- In the left menu click: Teams
  - Then click: Manage teams
- List of all teams in the tenant appears

## STEP 3

## Create the MOS IT Support Team

Microsoft Teams admin center

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### Add a new team

Name \*  
MOS IT Support

Description  
Internal team for IT Support staff

Add Team owners  
Search by display or username

Jean Claude Munyakazi

Privacy  
Private

Apply Cancel

## INSTRUCTIONS

- Click + Add at the top of the list
- Name: MOS IT Support
- Description: Internal team for IT Support staff
- Privacy: Private

→ **Click Apply to create the team**

**STEP 4** Add Members to the Team

The screenshot shows the Microsoft Teams admin center interface. The main content area displays the settings for the 'MOS IT Support' team, which is an internal team for IT Support staff. The 'Members' tab is selected, and the 'Add members' button is highlighted with a yellow box. A search bar contains the text 'man'. Below the search bar, a list of 'Team members to add: 4' is shown, including Chris Vogel, Anna Müller, Felix Wagner, and Marie Schmidt. The 'Apply' button at the bottom of the dialog is also highlighted with a yellow box.

**INSTRUCTIONS**

- Click on MOS IT Support to open its settings
- Click the Members tab
- Click + Add members
- Add: Chris Vogel, Anna Muller, Felix Wagner, Marie Schmidt
- Leave role as Member

→ Click Apply

## STEP 5

## Add Channels

The screenshot shows the Microsoft Teams admin center interface. The main content area displays the 'MOS IT Support' team settings. The 'Channels' tab is selected in the left sidebar. The 'Add' dialog box is open, showing the following details:

- Name:** Announcements
- Description:** Add a description so you know why it was created
- Type:** Standard

Name	Description	Type	Auto-pin
Incidents		Standard	OFF
General	Internal team for IT Sup...	Standard	OFF

## INSTRUCTIONS

- Still in MOS IT Support → Channels tab
- Click + Add channel
- Add: Incidents (Standard type)
- Add: Announcements (Standard type)
- General channel already exists by default

→ Team setup is complete

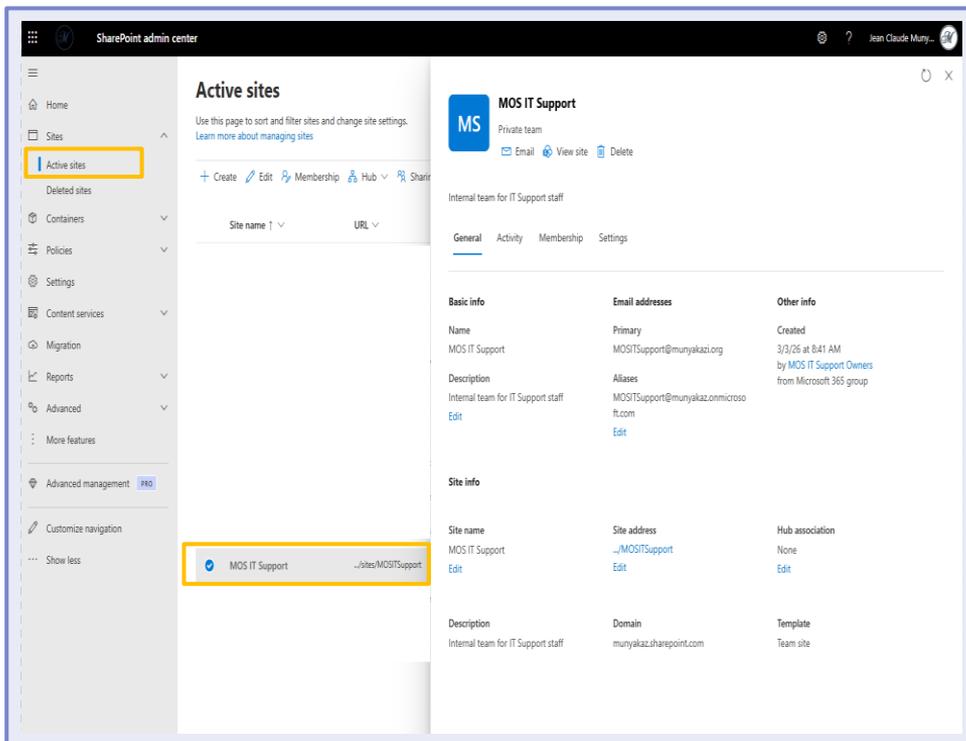
# B

## Part B - SharePoint

Verify and configure the auto-created SharePoint site

## STEP 1

## Locate the Auto-Created SharePoint Site



The screenshot shows the SharePoint Admin Center interface. On the left, the 'Active sites' link in the navigation pane is highlighted with a yellow box. The main content area displays a list of active sites, with the 'MOS IT Support' site highlighted by a yellow box. The details for this site are shown on the right, including its name, description, email addresses, and site information.

Basic info	Email addresses	Other info
Name MOS IT Support	Primary MOSITSupport@munyakazi.org	Created 3/3/26 at 8:41 AM by MOS IT Support Owners from Microsoft 365 group
Description Internal team for IT Support staff <a href="#">Edit</a>	Aliases MOSITSupport@munyakaz.onmicrosoft.com ft.com <a href="#">Edit</a>	
Site info		
Site name MOS IT Support <a href="#">Edit</a>	Site address _/MOSITSupport <a href="#">Edit</a>	Hub association None <a href="#">Edit</a>
Description Internal team for IT Support staff	Domain munyakaz.sharepoint.com	Template Team site

## INSTRUCTIONS

- When you created the MOS IT Support Team in Teams, Microsoft automatically created a SharePoint site
- Go to: admin.microsoft.com → Admin centers → SharePoint → **SharePoint Admin Center opens**
- Click: Active sites - look for MOS-IT-Support already in the list
- Important: Do NOT create a new site - it already exists thanks to Teams

**STEP 2** Verify and Set Permission Levels

**MOS IT Support**  
Private team  
Email Open in Teams View site Delete

Internal team for IT Support staff

General Activity **Membership** Settings

Owners + Add site owners Search all members...

	<input type="checkbox"/>	Name	Email address
Members	<input type="checkbox"/>	MOS IT Support Owners	MOSITSupport@munyakaz.onmicrosoft.com
Site admins	<input type="checkbox"/>	Sophia Klein	s.klein@munyakazi.org
<b>Site owners</b>	<input type="checkbox"/>	Thomas Bergmann	t.bergmann@munyakazi.org
Site members			
Site visitors			
About membership and permissions			

**INSTRUCTIONS**

- Click on MOS-IT-Support in the Active sites list
- Click the Membership tab
- The team members from Part A already appear here automatically
- Thomas Bergmann and Sophia Klein → promote to Site owners
- IT Support staff → verify they are listed as Members

→ **Permissions are correctly configured**

## Verification Checklist

- MOS IT Support team visible in Teams Admin Center → Teams → Manage teams
- Team has 4 members: Chris Vogel, Anna Muller, Felix Wagner, Marie Schmidt
- Team has 3 channels: General, Incidents, Announcements
- MOS-IT-Support site visible in SharePoint Admin Center → Active sites
- Site membership shows Thomas Bergmann and Sophia Klein as Owners

The screenshot displays the Microsoft Teams Admin Center interface for the 'MOS IT Support' team. The team is identified as an 'Internal team for IT Support staff'. It features a blue circular logo with the letters 'MS'. The team members are listed as 'SK B and 4 others'. The privacy setting is 'Private', and the email address is 'MOSTSupport@munyakaz.o...'. Below the team card, the 'Members' tab is active, showing a list of 7 team members with their display names, usernames, titles, locations, and roles.

Display name	Username	Title	Location	Role
Sophia Klein	SK	IT Systems Administrator	Berlin HQ	Owner
Thomas Berg...	TB	M365 Global Administra...	Berlin HQ	Owner
Chris Vogel	CV	IT Support Technician	Berlin HQ	Member
Anna Müller	AM	IT Support Technician	Berlin HQ	Member
Felix Wagner	FW	IT Support Technician	Berlin HQ	Member
Marie Schmidt	MS	IT Support Technician	Berlin HQ	Member

## Common Errors & Fixes

Error	Cause & Fix
<b>User not found when adding to team</b>	User must exist in Active users first - complete Runbook #001 before this
<b>Cannot create SharePoint site</b>	SharePoint may need enabling in M365 Admin Center → Settings → Org settings
<b>Site address already taken</b>	Choose a different URL - SharePoint site addresses must be unique per tenant
<b>Member cannot access Teams</b>	User needs an M365 licence that includes Teams - assign one in Active users
<b>Wrong permission level set</b>	Go to Site settings → Membership → change role from Member to Owner
<b>Team not visible in Teams app</b>	Teams can take up to 24 hours to sync - also check the user has a valid licence

# What's Next

Users are in Teams and SharePoint. Now control how they sign in.

#004

## Set Up Conditional Access

Create sign-in policies to control when and where users access M365

45 min

#005

## Disable / Offboard User

Safely block access and preserve data for a departing employee

20 min

#006

## Configure SSPR

Allow users to reset their own passwords without IT help

30 min