

Knowledgebase > Administration in Skolon > School settings > Enable Share to Classroom/Teams for your main organization or school.

Enable Share to Classroom/Teams for your main organization or school.

Pär Wallin - 2023-10-04 - School settings

Student	✓ Teacher	 Administrator
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To use the Share to Classroom or Share to Teams features, they need to be activated from the administrator panel. This can be done for the entire organization at once or for individual schools.

Please note that you need to have the rights of a school or organization administrator to activate these features.

Here's how to do it:

- 1. Access School Admin from your Collection.
- 2. Navigate to the overarching organization level.
- 3. Access the function settings for Share to Classroom/Microsoft Teams.

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0	Settings							
0				Settings				
Ø				Contact details	>			
ō				Adjustments	>			
				Billing information	>			
82								
				Functions				
				Export user data for validation	>			
				Function settings				
				Classroom	>			
				Microsoft Teams	>			
				Local tools	>			
				Support				
				Contact us	>			
				Users				
				Organisation administrators	>			
>				School administrators	>			

4. Select which school or schools should have access to the functionality.

🏛 o	Crgadmin Q Skolon UK	⊕	00
0	Skolon UK > Microsoft Teams		
•	MICROSOFT TEAMS		
0	This is where you can activate sharing to Microsoft Teams for your schools		
Ø			
0	School	Activate for all Deactivate for all	
	R Lower Secondary School		
	Upper Secondary School	C	

The ability to toggle the functionality on and off for an individual school is available under Function Settings for each school in School Admin.

🏛 School admin	Q Upper Secondary School 🔹					00	
Settings		127	15	14			
Users		⊥∠ / Users at your school	L J Number of classes	⊥4 Available tools at			
Tools		osers at your school	Hamber of classes	your school			
Purchase							
Templates		Quick links					
Skolon Pass		Import users			>		
		Settings					
		Contact details			>		
		Adjustments			>		
		School unit codes			>		
		Function settings					
		Home			>		
		My settings			>		
		Welcome message			>		
		Share to Classroom			Ο		
		Share to Microsoft Teams					