

Adding a List of People as Members of a Team

Scenario

It is simple to add one person as a member of a Team, if you are an Owner of that Team. However if you have a long list of people, it is tedious to add them singly.

You can create a flow, an automated process, that takes a list of names from an Excel spreadsheet and adds those people as members of the specified Team.

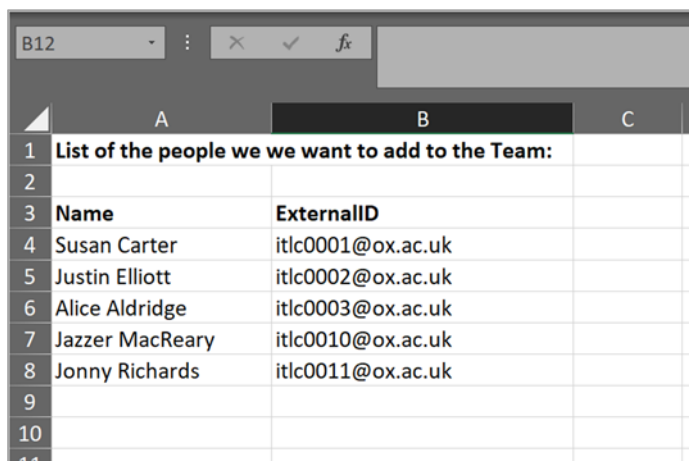
There are a few steps to setting up the spreadsheet and creating the flow, but it is not difficult and once it is all set up you can use it repeatedly.

Note that before you can use Power Automate you must ask your ITSS / UAS support person to request a flow license via OSM.

Set up Excel Spreadsheet

Create a spreadsheet and save it in your *OneDrive*.

Make a list of the people you want to become members of the Team:



The screenshot shows an Excel spreadsheet with three columns: A, B, and C. Row 1 contains the text 'List of the people we we want to add to the Team:'. Row 2 is empty. Row 3 has headers 'Name' in column A and 'ExternalID' in column B. Rows 4 through 8 contain data for five individuals: Susan Carter, Justin Elliott, Alice Aldridge, Jazzer MacReary, and Jonny Richards, with their respective ExternalIDs. Rows 9 and 10 are empty.

	A	B	C
1	List of the people we we want to add to the Team:		
2			
3	Name	ExternalID	
4	Susan Carter	itlc0001@ox.ac.uk	
5	Justin Elliott	itlc0002@ox.ac.uk	
6	Alice Aldridge	itlc0003@ox.ac.uk	
7	Jazzer MacReary	itlc0010@ox.ac.uk	
8	Jonny Richards	itlc0011@ox.ac.uk	
9			
10			

The **Name** column is just for convenience, to help you as you manage the task; the flow does not use that.

The **ExternalID** for each person is their Oxford Single Sign-on with “@OX.AC.UK” concatenated.

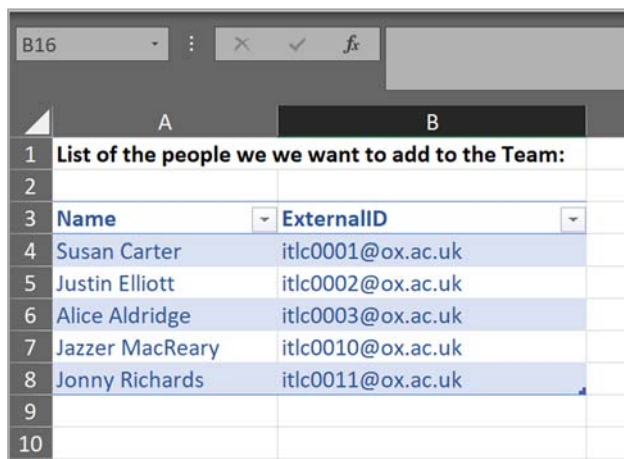
Note: if you are using AccessPlanit/CoSy to book people on a course, then you can get a list of your participants with their ExternalIDs in CoSy, and copy/paste the list of names straight into the spreadsheet.

If not using AccessPlanit/CoSy, you should collect the people’s Oxford SSOs and concatenate each with “@OX.AC.UK”.

Microsoft occasionally refers to this data as an email address; however it is not the Oxford email address, it is an ID that resembles an email address but is made up with the SSO and the “@OX.AC.UK” suffix.

Note that a flow can only process batches of 100 users per run for the 'add to team / add to group' actions, so if you are adding more than 100 members to a Team, you'll need to do them in batches. And a Team is limited to 25,000 members - including owners.

When the list is assembled, convert it into a table. Select the list and the headings (A3:B8 in the image above). Choose Insert|Insert a table:



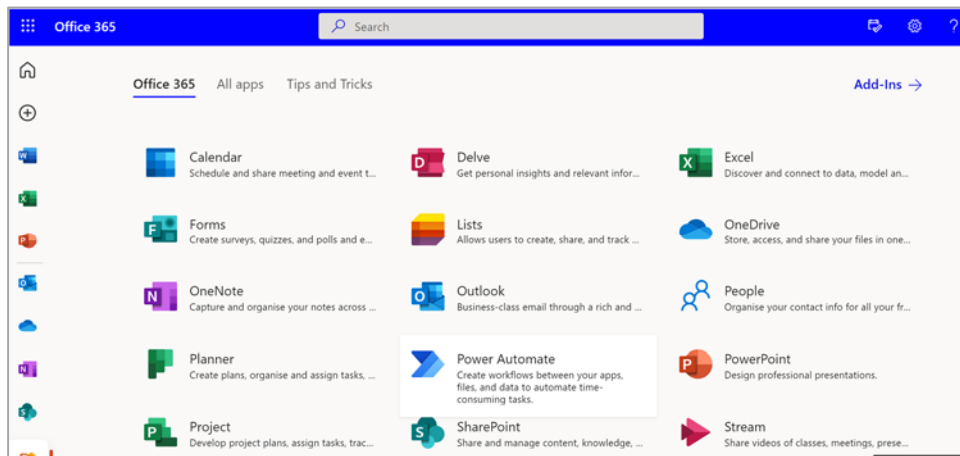
	A	B
1	List of the people we we want to add to the Team:	
2		
3	Name	ExternalID
4	Susan Carter	itlc0001@ox.ac.uk
5	Justin Elliott	itlc0002@ox.ac.uk
6	Alice Aldridge	itlc0003@ox.ac.uk
7	Jazzer MacReary	itlc0010@ox.ac.uk
8	Jonny Richards	itlc0011@ox.ac.uk
9		
10		


You can confirm that this is now defined as a table, because both column headings have drop-down buttons. Use Home|GoTo to confirm the name that the range has been given – often it is called Table or Table2 etc.

Save the spreadsheet in your *OneDrive*.

Create a New Flow in Power Automate

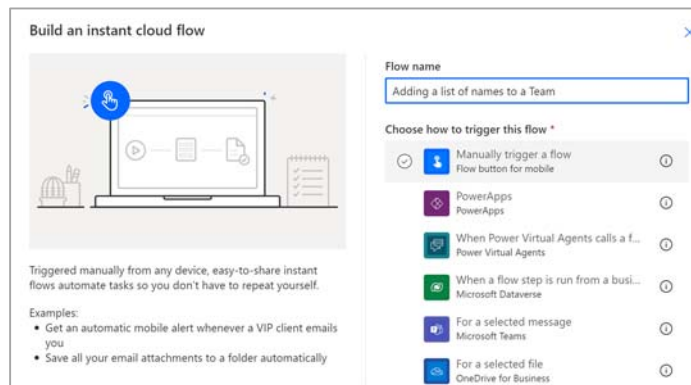
Power Automate is one of the apps in *Nexus365*. Look for it in the *Nexus365/Office365* home page, and start *Power Automate*:



In the panel on the left, choose My Flows to see a list of any Cloud Flows that you have already created. Click .

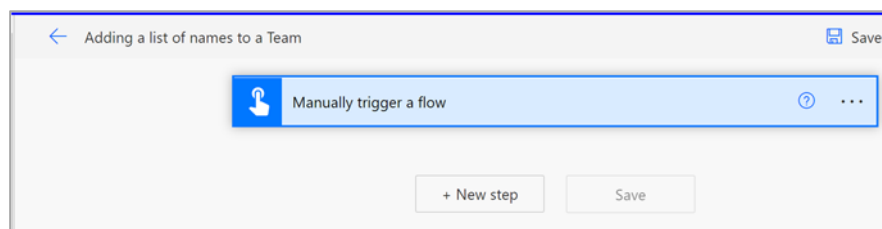
Under **Build your own from blank**, choose **Instant cloud flow**.

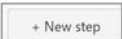
Type a suitable name for your flow, and choose to **Manually trigger**, then click **Create**:



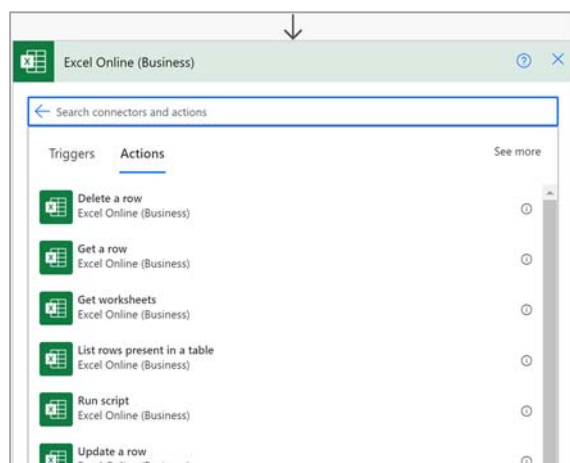
Set up Steps in Flow

You are going to build a flow, with a set of the steps for the flow to follow. The first step, **Manually trigger a flow**, is already in place.



Click  to add another step.

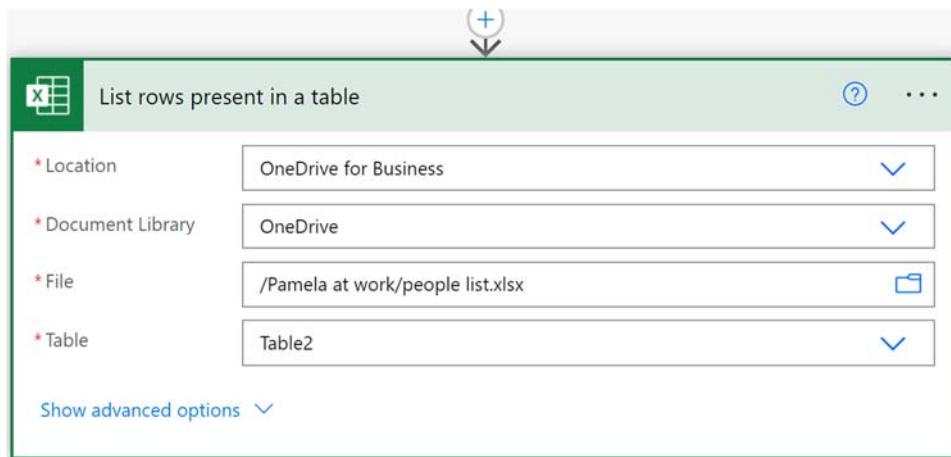
In the list of actions, choose the category **Excel Online (Business)**, then choose **List rows present in a table**.

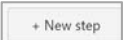


There are 4 settings that tell the flow where to find your list of people:

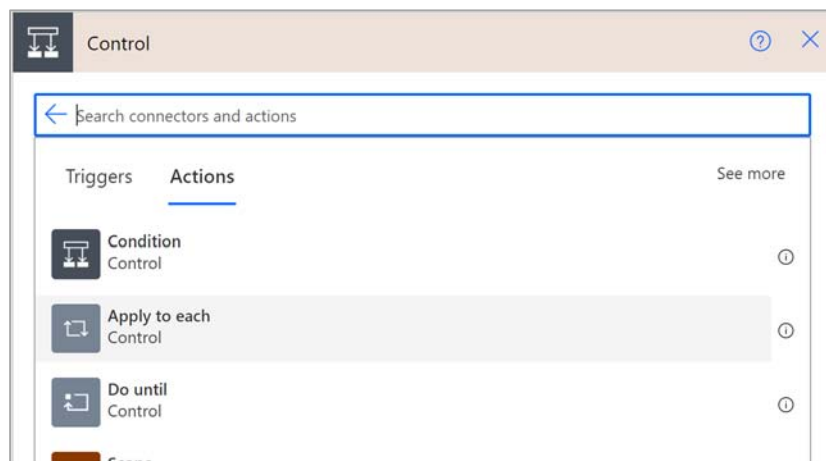
Location	OneDrive for Business
Document library	OneDrive
File	filename of the <i>Excel</i> spreadsheet where your list is (you may need to browse to the folder where your spreadsheet is saved)
Table	name of the table where your list is

Note: if you don't know the name of your table, in your spreadsheet use GoTo to see a list of all named ranges that have been set up.

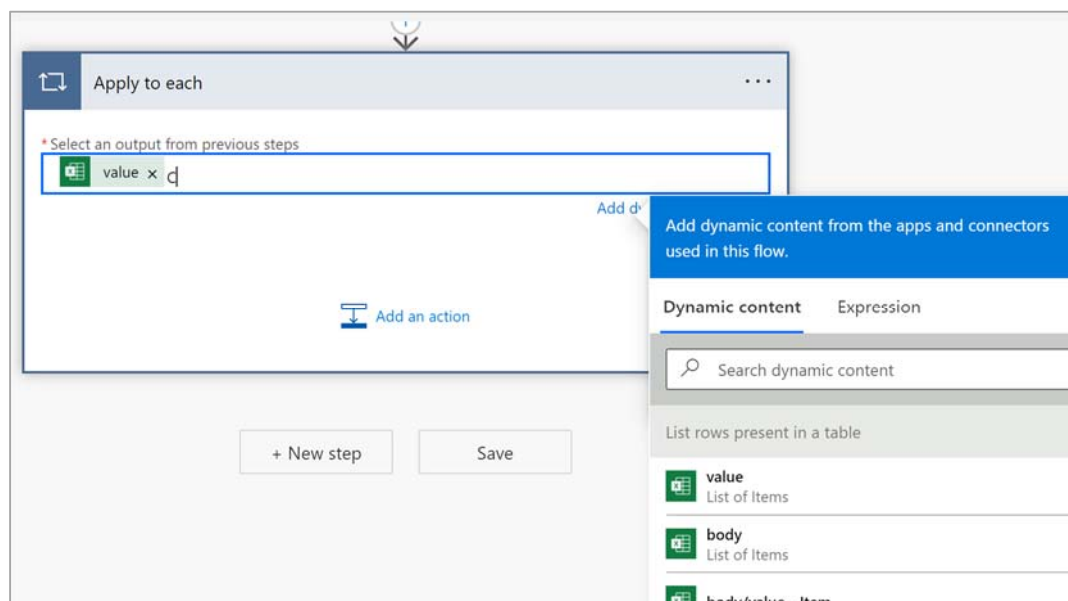


Click  to add another step.

In the list of actions, choose the category **Control** and the action **Apply to each**:

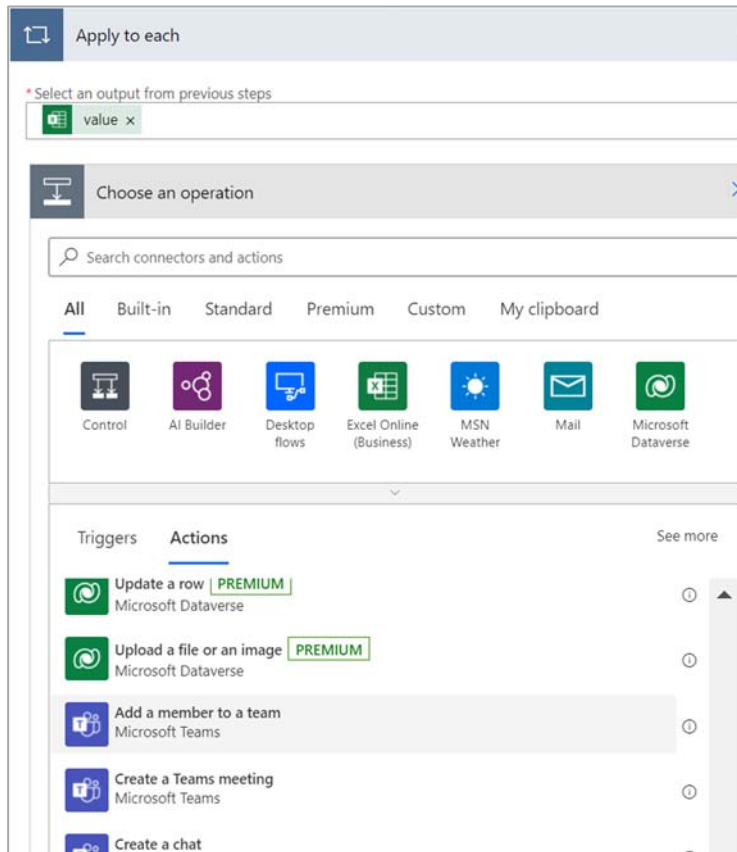


Below this action, click in the empty box so that a list of dynamic content appears. Choose **value**:



In the Apply to each box, click **Add an action**.

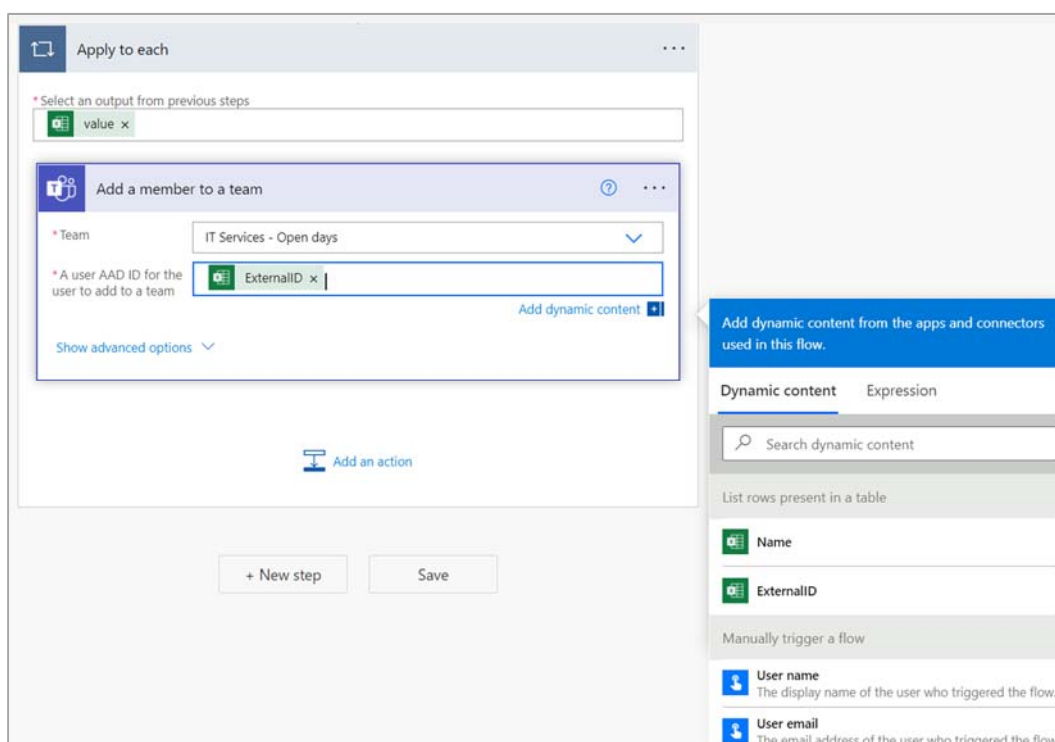
In the list of Actions, scroll a long way down to find **Add a member to a Team**:



Now you give details of how these people are to be added as members of the Team:

- In the Team box, use the drop-down and choose the name of the relevant Team
- In the A User AA ID box, you specify which column in your *Excel* table contains the people's ExternalIDs

When you click in the box, a list of Dynamic Content appears; choose the label that you have at the top of your column of ExternalIDs:



Test and Run the Flow

At top right, click **Save**.

Then **Flow Checker**.

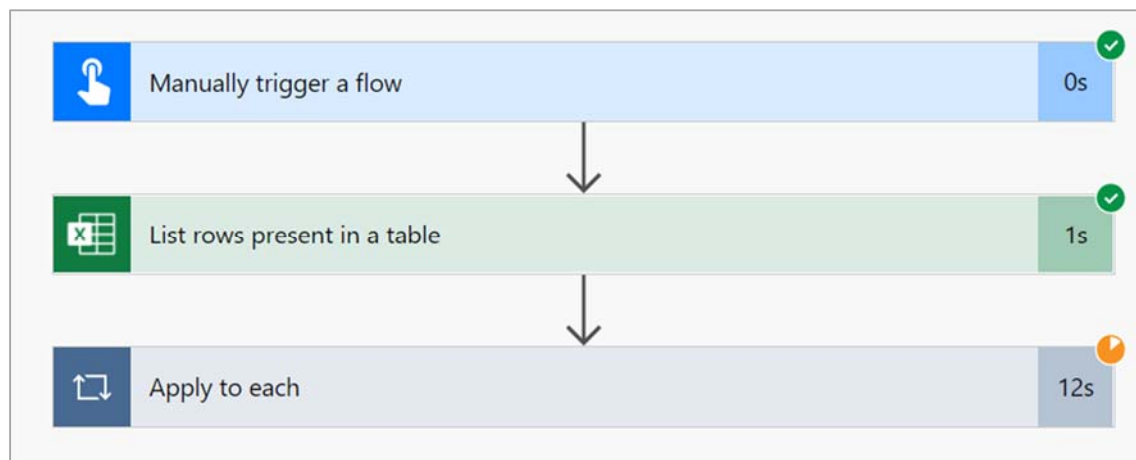
Then **Test**.

Fix any problems in your flow that come to light.

Note that when you run the flow, it will make the changes – the people listed in your *Excel* table will be added as members of the specified Team.

Finally, **Run flow**.

It may take several seconds to run. While the flow is running, a counter shows your progress:



Re-Use the Flow

The flow is saved among **My Flows**. You can come back and run it again as needed, perhaps after editing the spreadsheet to have a different set of names.

You can edit the flow, to change the target Team or other details as needed.