# Disable and Re-enable the Class MS Team

It is recommended that you wait until Day 1 of the term to set up the MS Team for your course. Registered students can be added to or dropped from your course before the first day, causing discrepancies between the course roster and the member list in the Team.

If the list of members in your Microsoft Team does not match your roster in Blackboard Ultra, you can easily fix this by following the steps below to disable and re-enable the Team for your course.

Step 1: In the **Details & Actions** section, click the ellipsis (three dots) next to **Microsoft Teams**, and click **Disable Microsoft Teams**. Then, in the popup window, click **Yes, disable**.
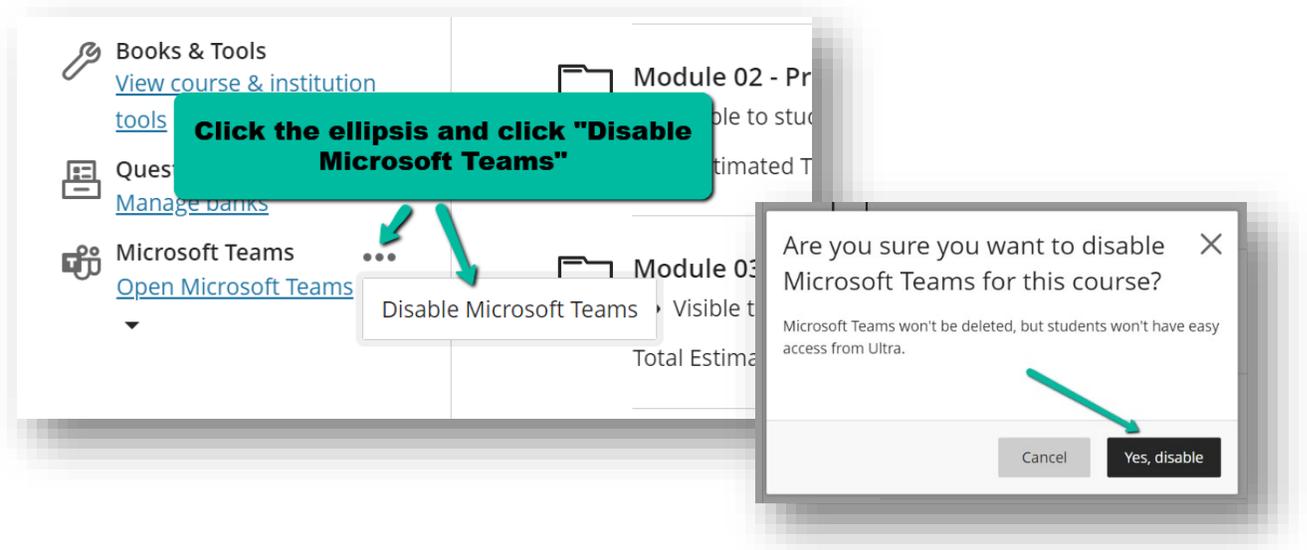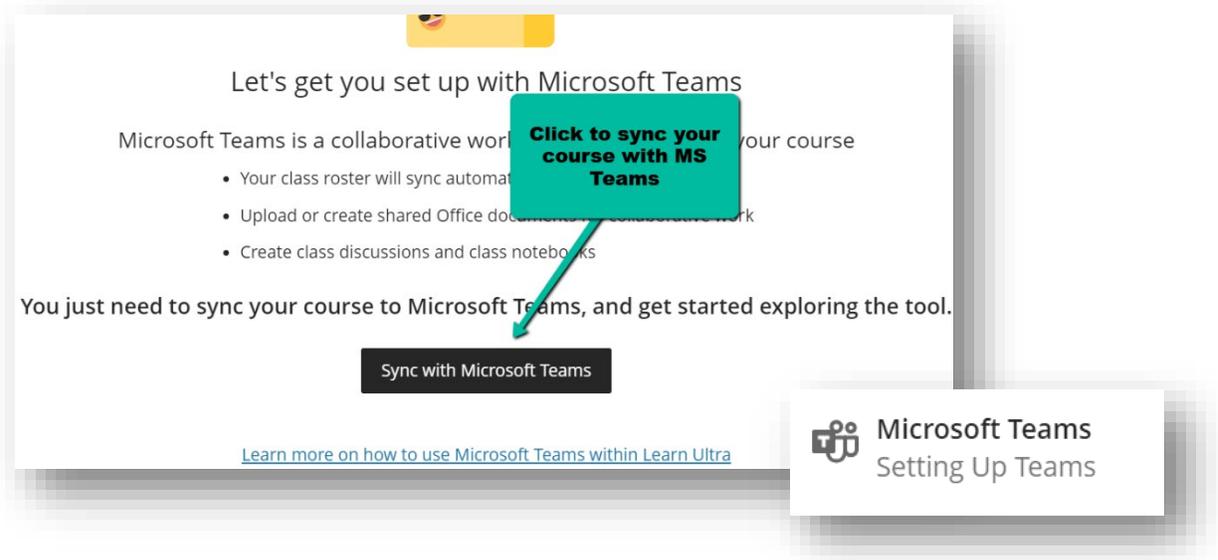

Step 2: The Microsoft Teams link will change to **Enable Microsoft Teams**. Click this link to re-enable the Team.
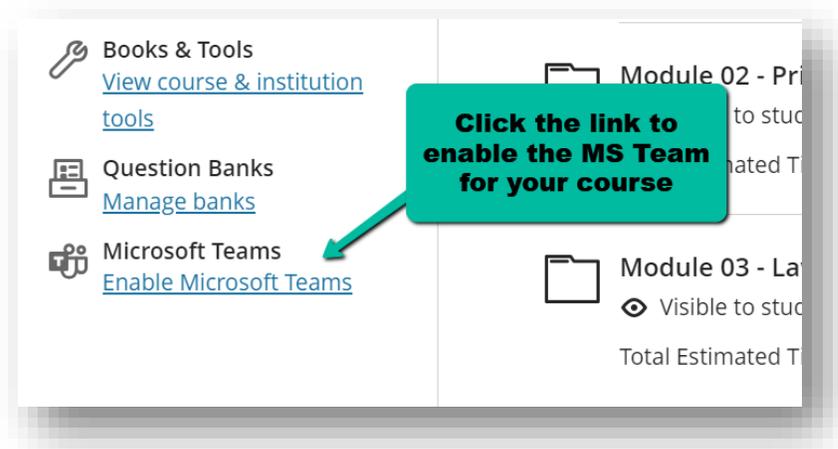
*Note: if you do not see the **Enable Microsoft Teams** link, you may need to refresh your browser window.*

Step 3: In the next window, click the **Sync with Microsoft Teams** button. The link under Microsoft Teams will change to text that reads "Setting Up Teams."

After a few minutes, refresh your browser and you will see the link to **Open Microsoft Teams**. *Note: This usually takes only a few minutes but can take up to 24 hours.* You can then continue using your Team as usual.
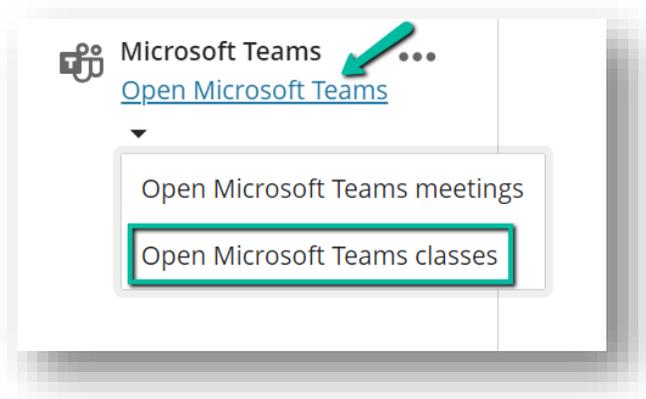
If after following these steps your Team members do not match your course roster, contact the PCS at help@personalsupportcenter.com.