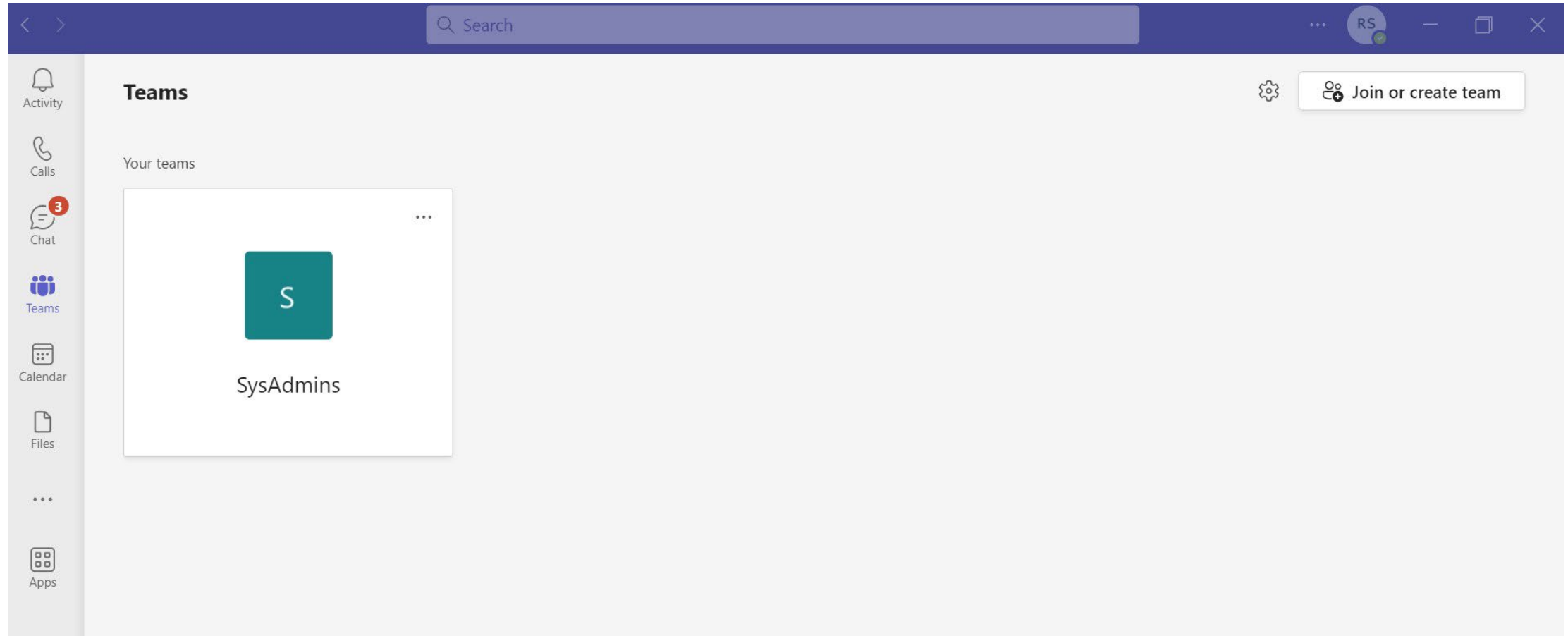


How To Create A Team

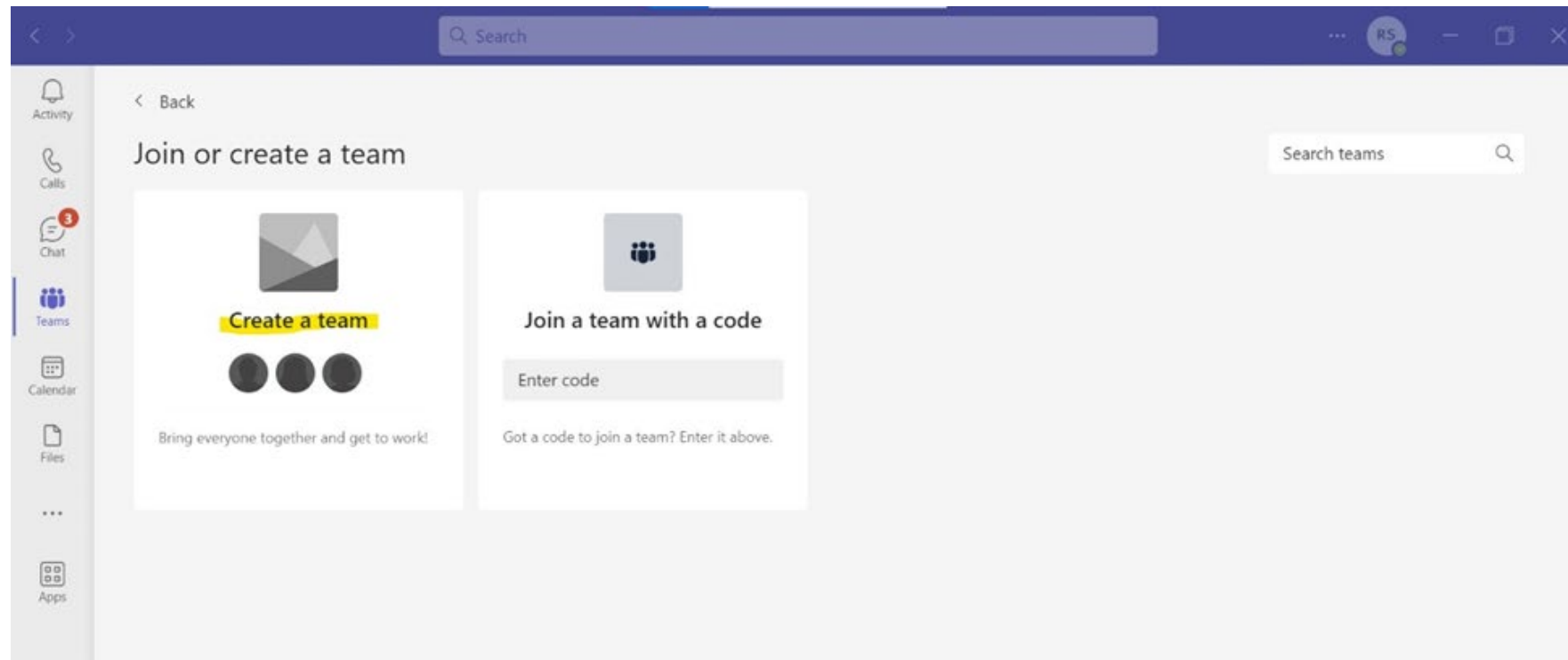


1. In the left pane, click on Teams.

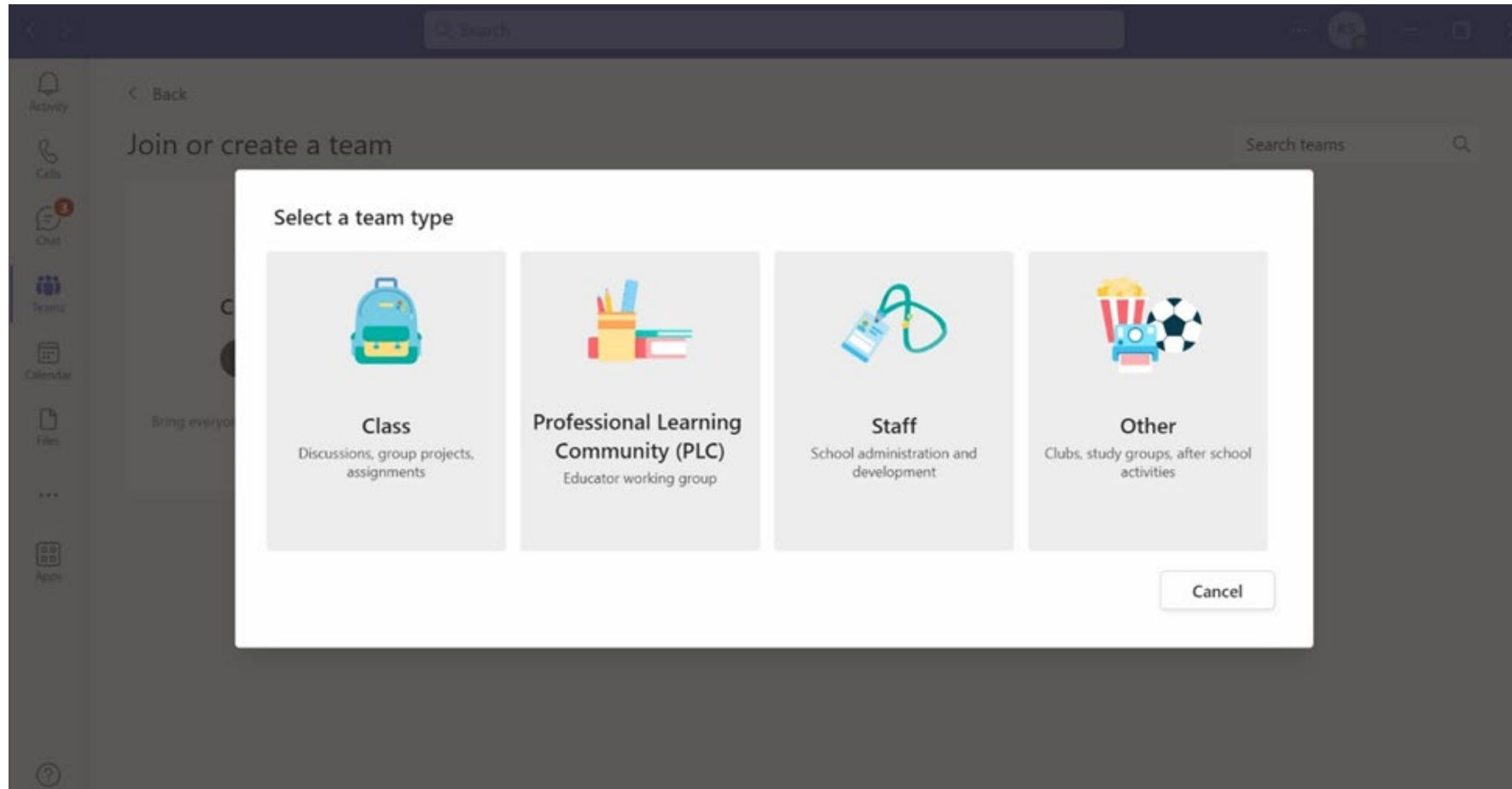
1a. In the top right of the window, click “Join or create team”



2. Hover over create a team and click “Create Team”



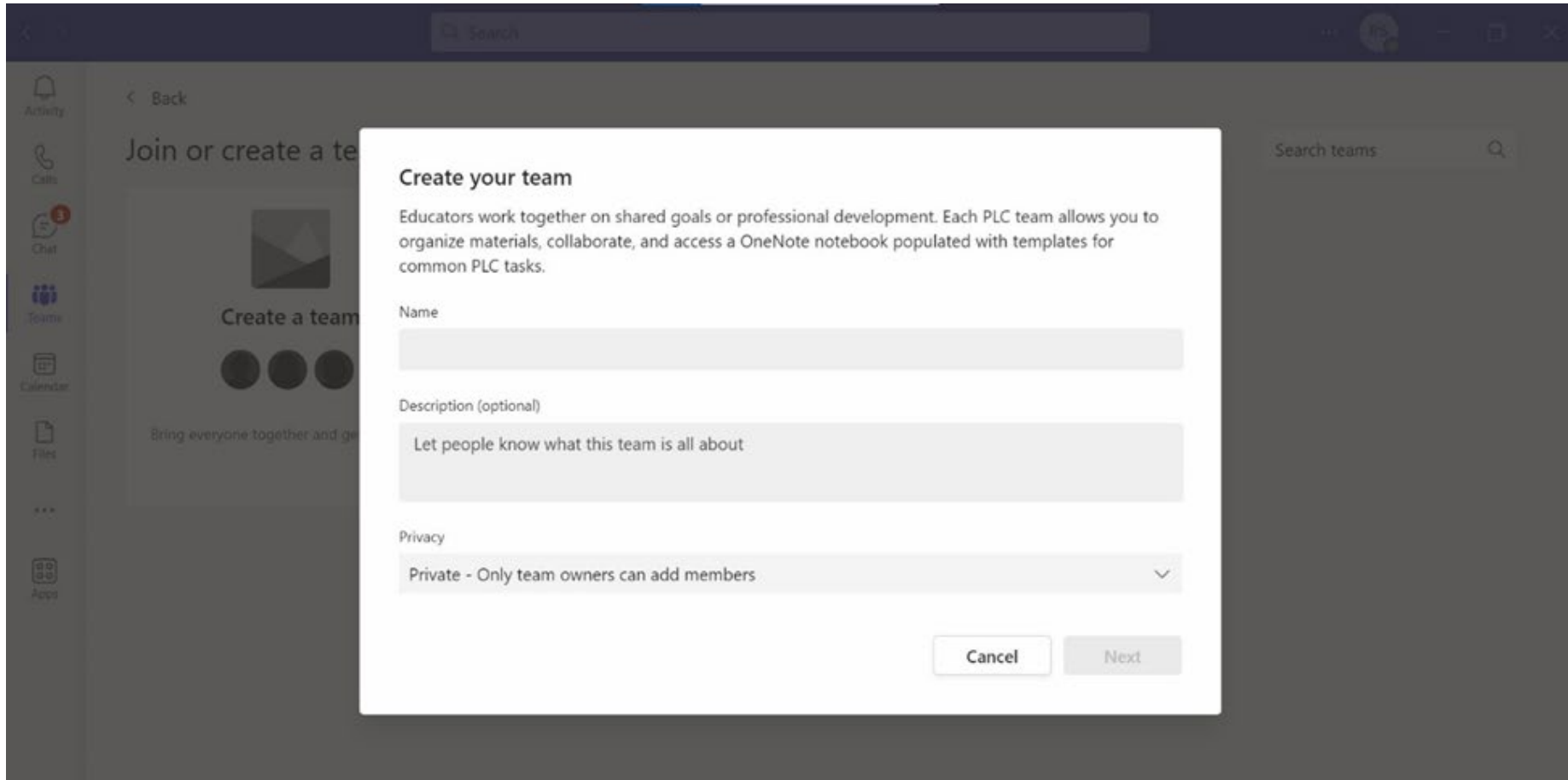
3. Choose the Team option that best suits your needs



Types	Description	Owners/Members	Permissions	Unique Features
Class	Teachers and students collaborate on group projects, assignments, etc.	Teachers are team owners and add students as team members.	Teachers moderate conversations and who can post where. Students have write permissions in certain areas.	Class Notebook Assignments Conversations Grades Insights Tab Class folder
PLC	Educators collaborate in a professional learning community like an academic department.	Educators form the team and other educators join the team.	Educators share equal read-write permissions.	OneNote notebook
Staff	Staff leaders and staff department members collaborating together	Staff leaders are team owners and add staff members as team members.	Staff leaders control posting settings. Staff members have write permission in certain areas.	Staff Notebook
Other	Students, faculty, and staff collaborating in interest groups and clubs.	Any combination of students, faculty, and staff can form a team and add members.	Team members share equal read-write permissions unless team owner(s) alter settings.	OneNote notebook

4. Include the requested information

- *Privacy- Ensure the privacy setting is set to private to ensure the correct users are in the group

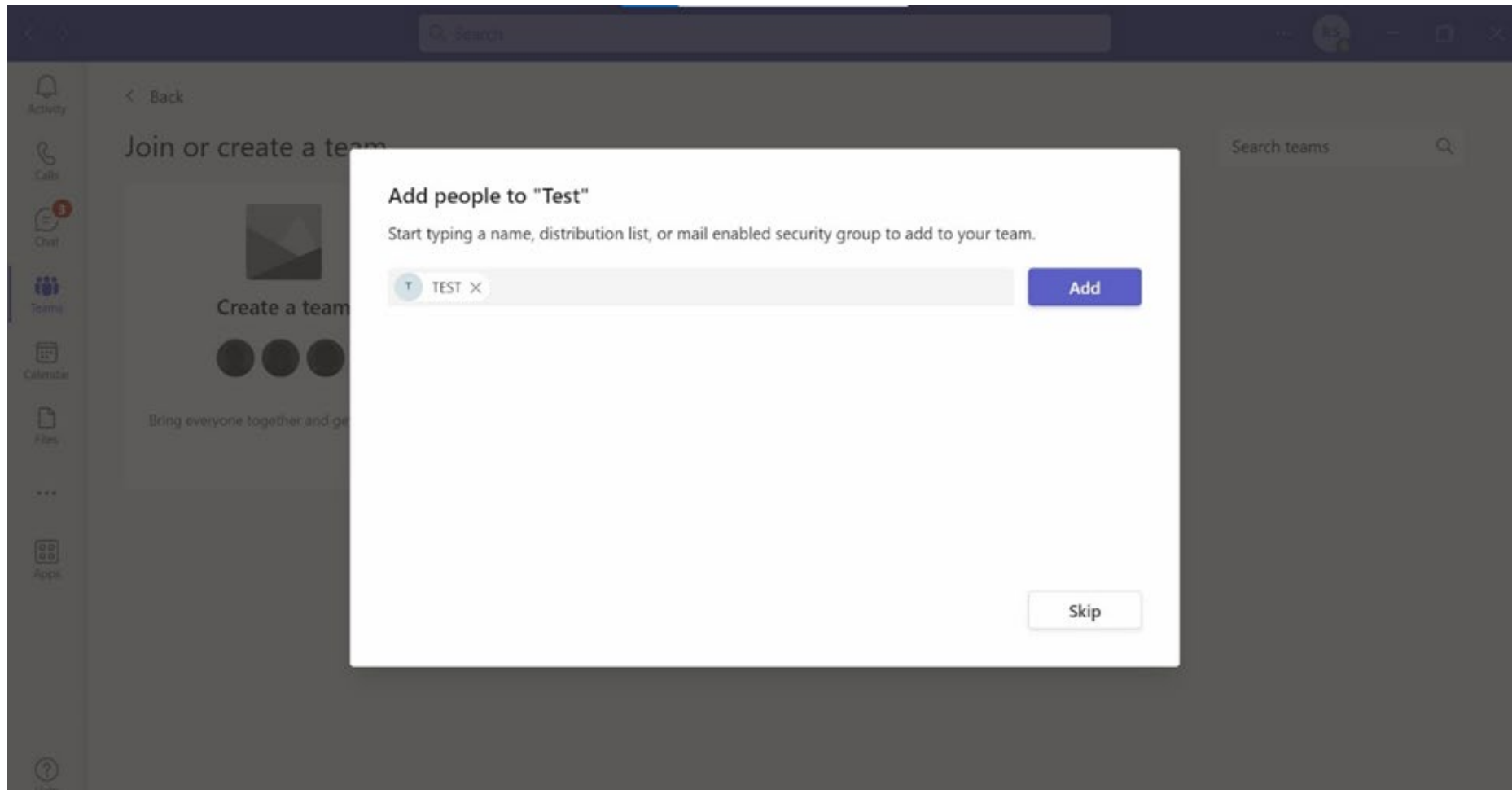


The screenshot shows the Microsoft Teams interface with a modal dialog box titled "Create your team". The dialog box contains the following fields and options:

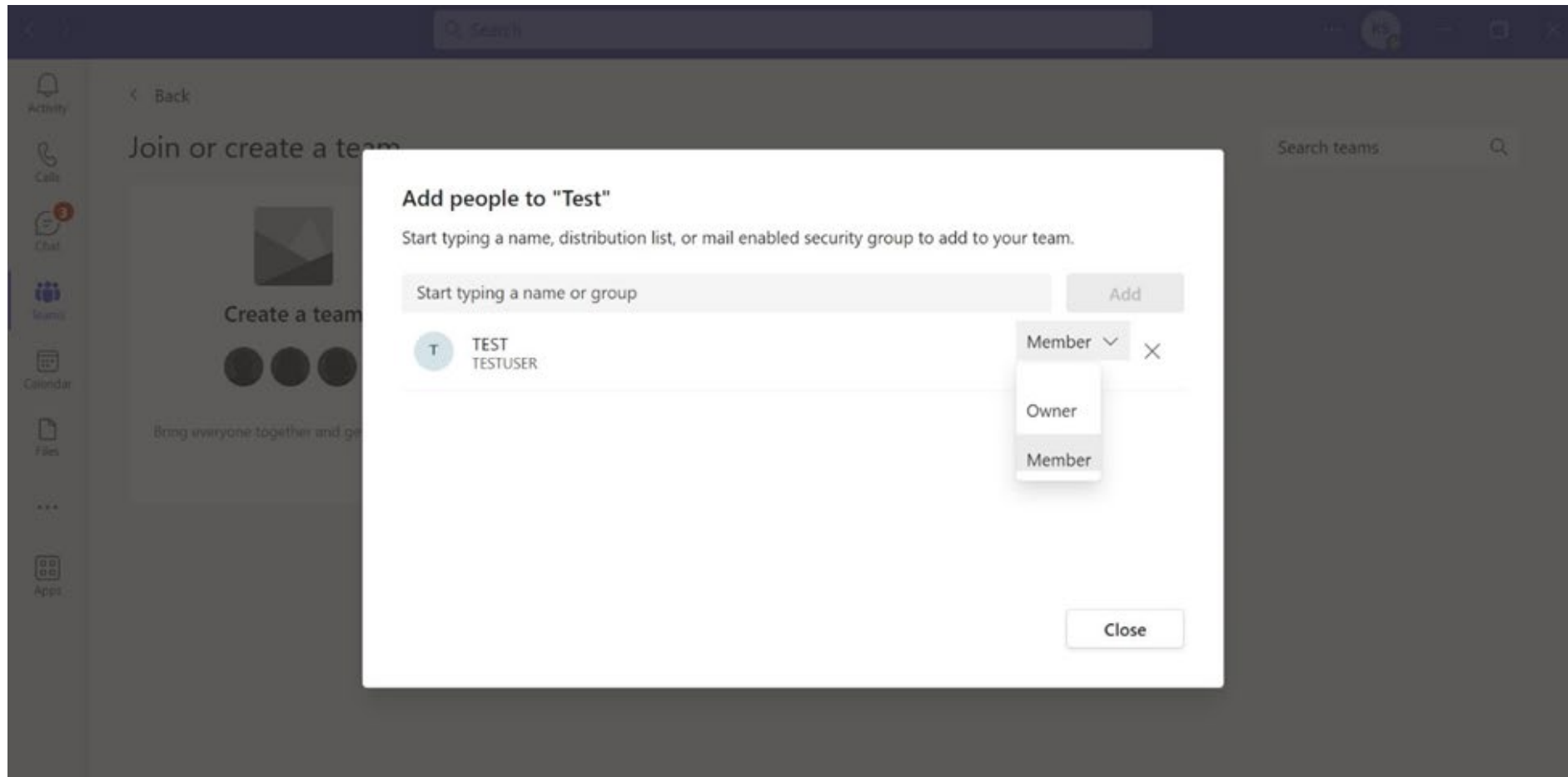
- Name:** A text input field.
- Description (optional):** A text input field with the placeholder text "Let people know what this team is all about".
- Privacy:** A dropdown menu set to "Private - Only team owners can add members".
- Buttons:** "Cancel" and "Next" buttons at the bottom right.

The background shows the Teams sidebar with icons for Activity, Calls, Chat, Teams, Calendar, Files, and Apps. The main area displays "Join or create a team" and "Create a team" options.

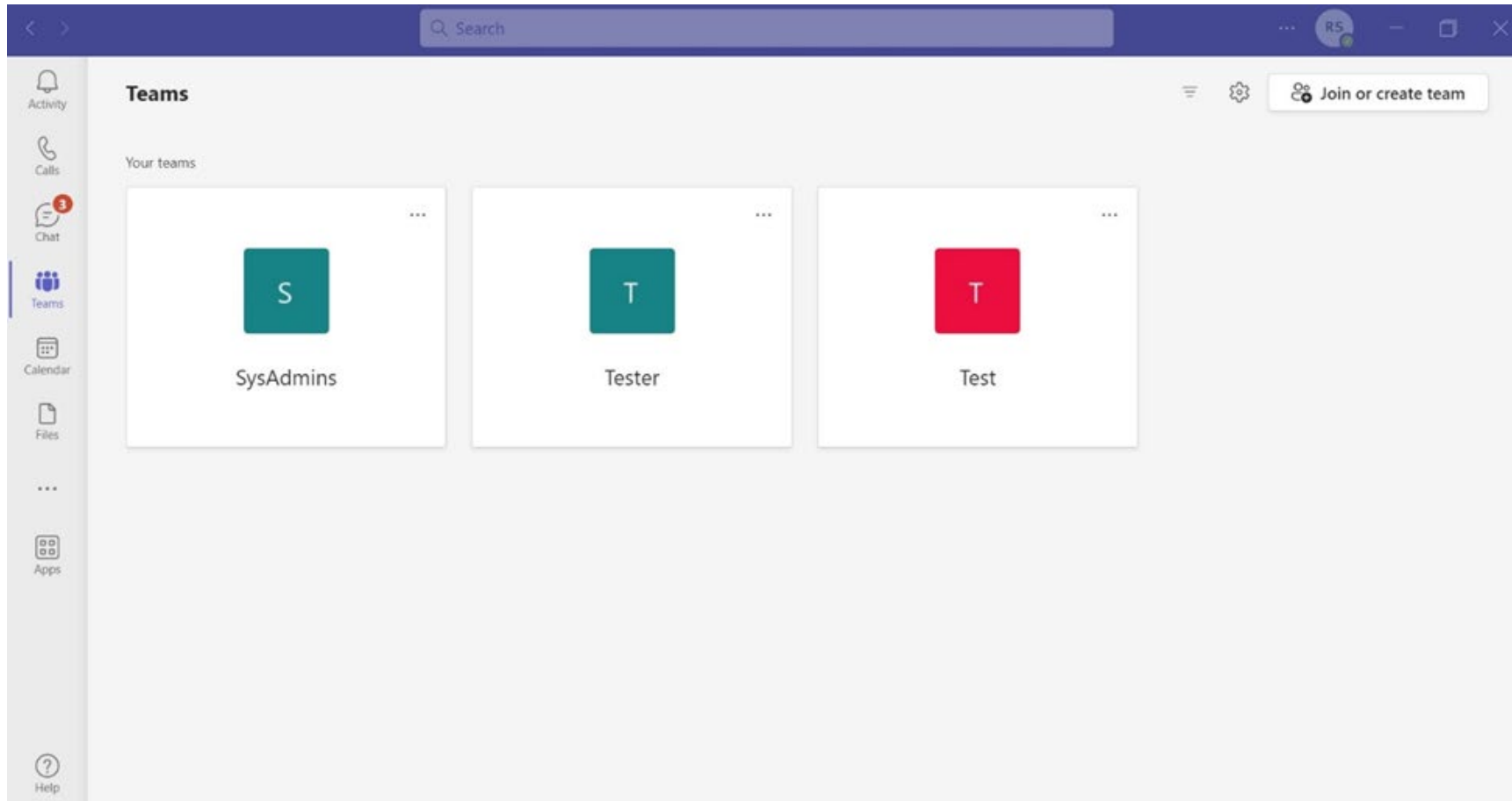
5. Type the name of the user/distribution list and be sure to click Add to save the user



6. Select the user's role from the drop down next to their name



7. Click on the Teams icon in the right pane to see an overview of the Teams you've created/currently are a member of



8. Click the 3 dots in the Teams box for more editing options

