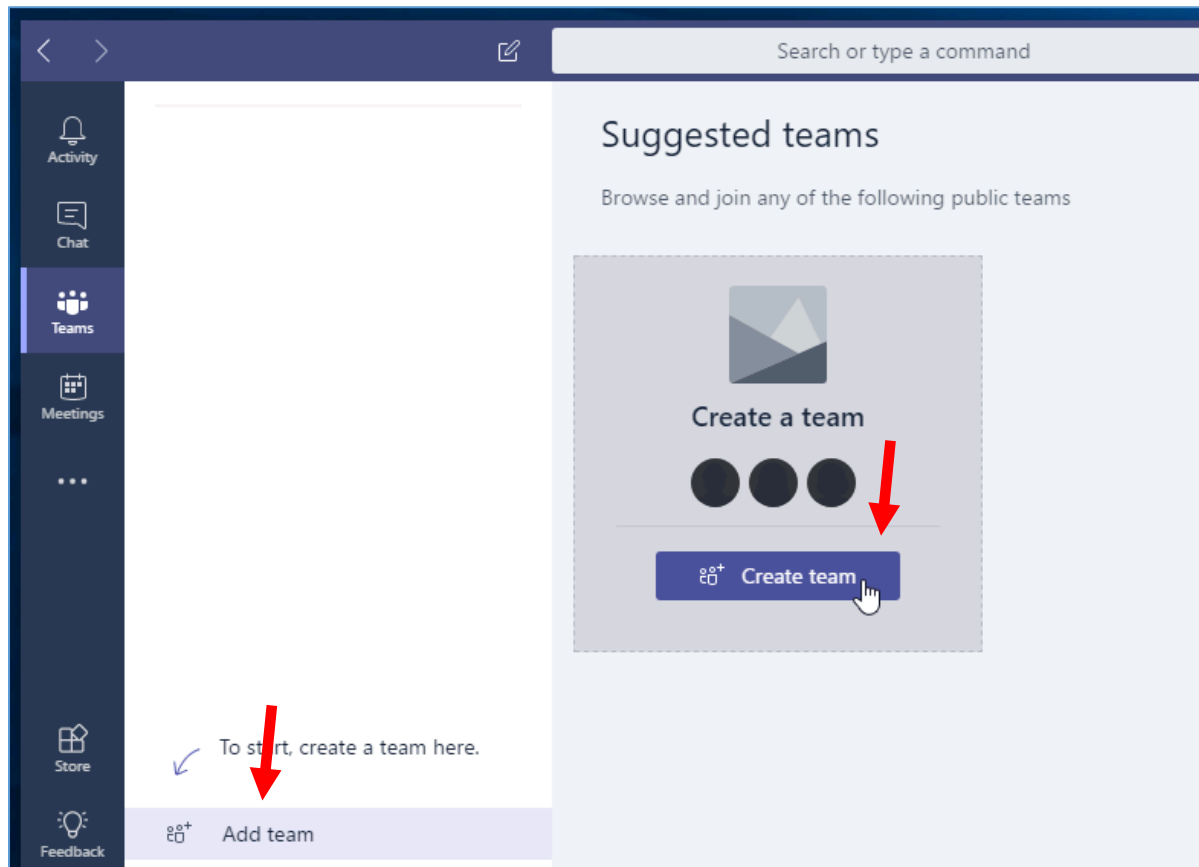


Microsoft Teams

Creating Teams


Within Teams you have the ability to create teams, which are a collection of people, conversations, and files all in one place. In most cases, you will want to create teams based on departments. A team has several features that a group chat does not. **Please think about how a team will be used and who is going to manage it before you create a team. Please do not create teams that will not be used.**

1. To create a team, click on the Teams tab on the left sidebar. Then click the “Add team” button at the bottom and then click “Create a team”




2. Choose a category that best represents the team you wish to create.


Choose a team for




Classes
Teachers and students collaborating on group projects, assignments, and more



PLCs
Educators collaborating within a professional learning community



Staff Members
Staff leaders and staff members collaborating on school administration and development



Anyone
Students and school employees collaborating in interest groups and clubs

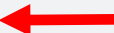

Cancel

3. Give your team a name and choose the privacy option that is appropriate for this team. **If you make the team public anyone, including students, will be able to join your team.**

Create your team

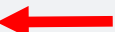

Staff teams come with a Staff Notebook with templates for common administrative tasks in schools.


Name

Team Name  

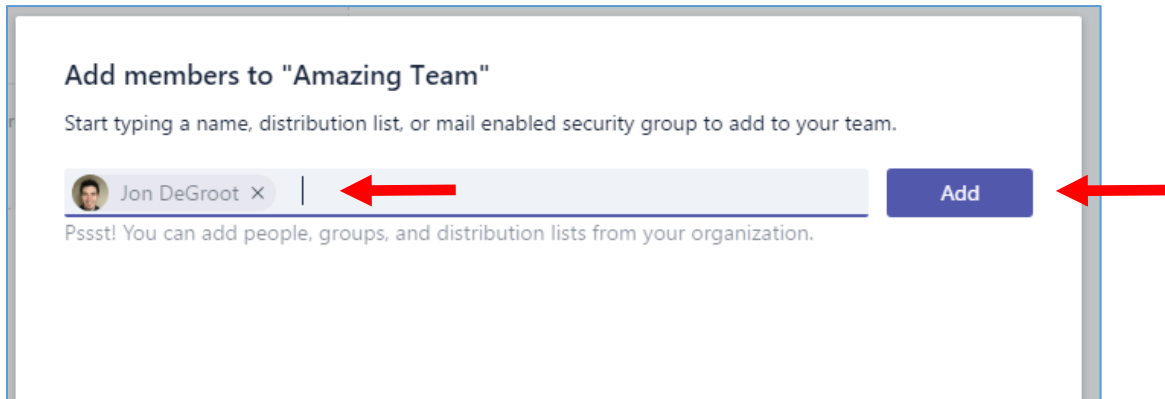
Description (optional)

Privacy

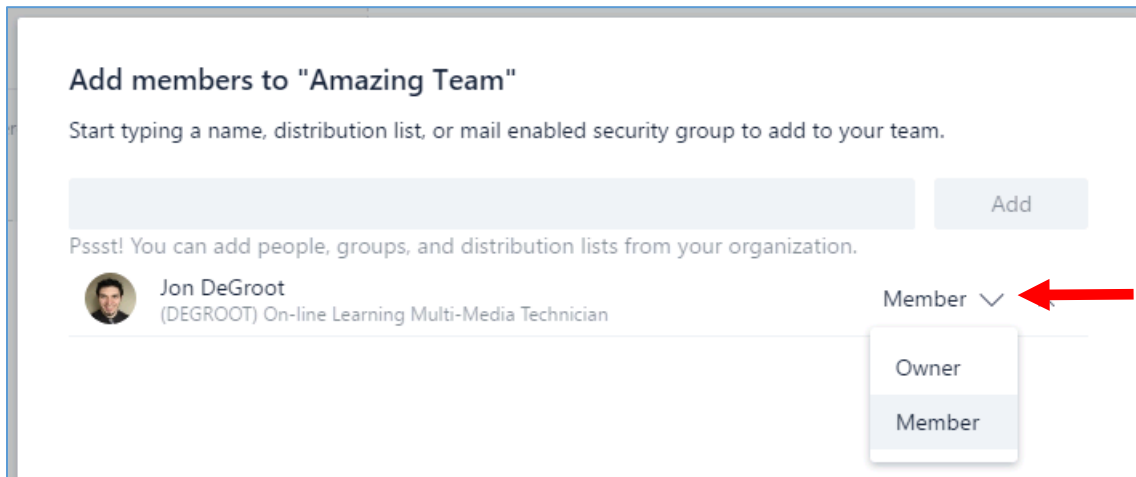
Private - Only team owners can add members  

Cancel Next 

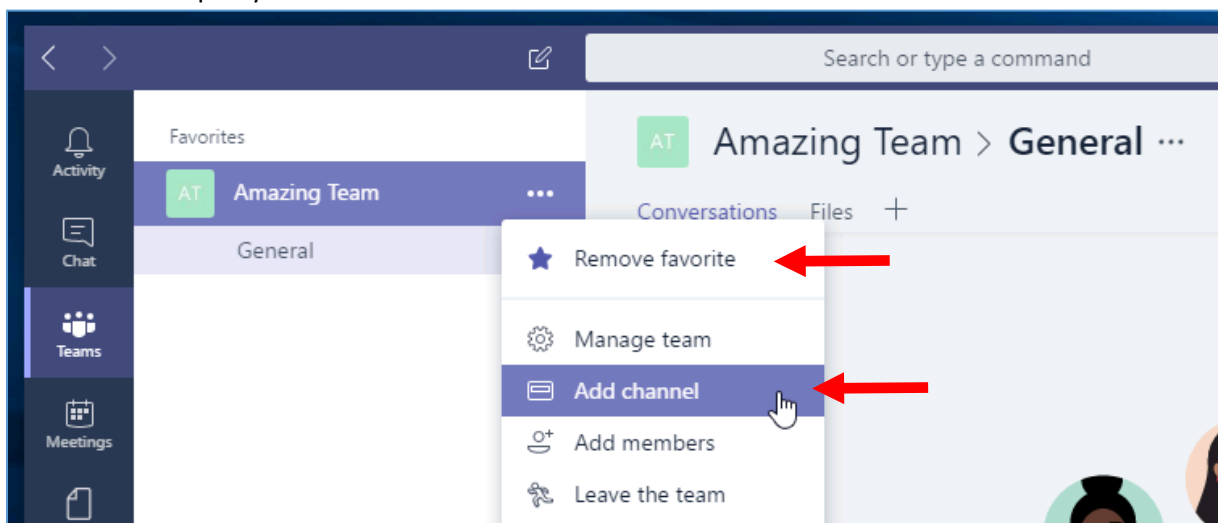
4. Search for individuals that you wish to add to this team and then click “Add”.



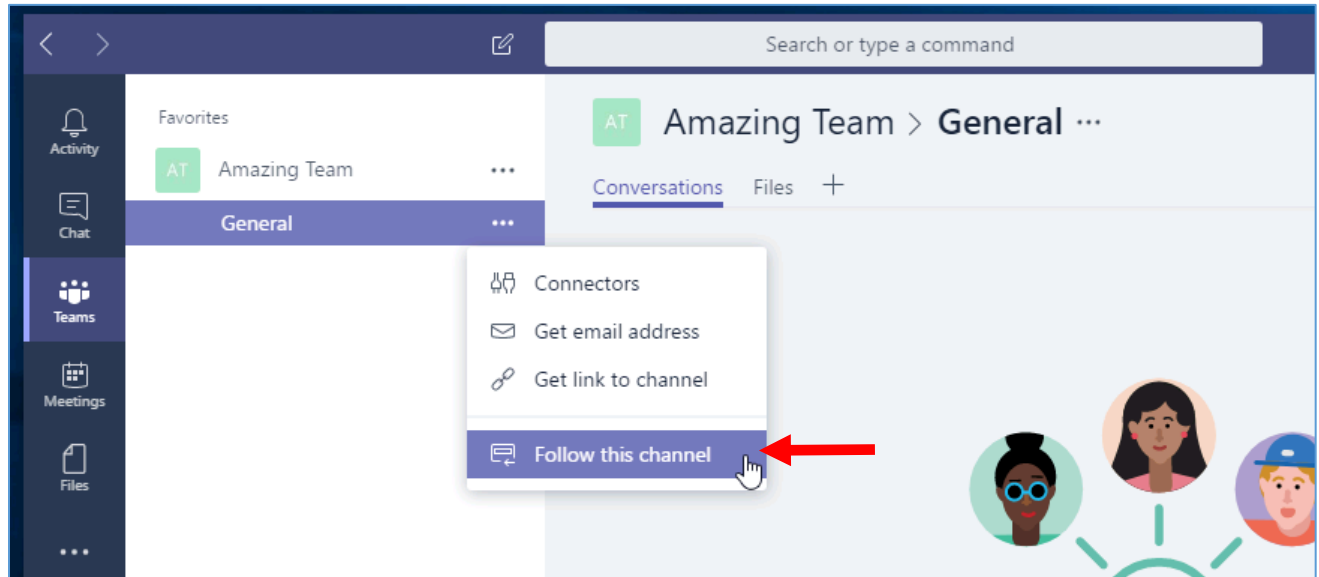
5. Once you add each person, you can choose whether to make each person a Member or an Owner. Owners have the ability to add and remove users from the team. Once you have all the members added, click Close.



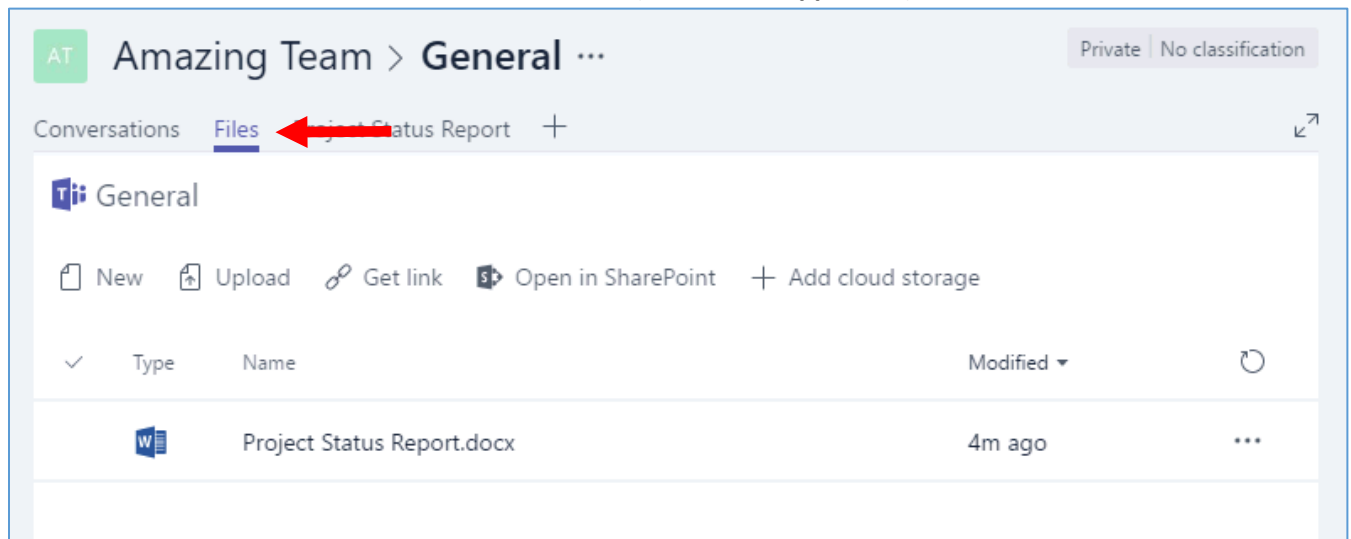
6. By default, only one channel, called General, is created. When sending a message in a team channel, every member of the team will be able to view the message. You can create more channels by clicking the 3 dots and then “Add channel”. You can also favorite up to 15 teams the same as you would a conversation, so that they remain at the top of your list.



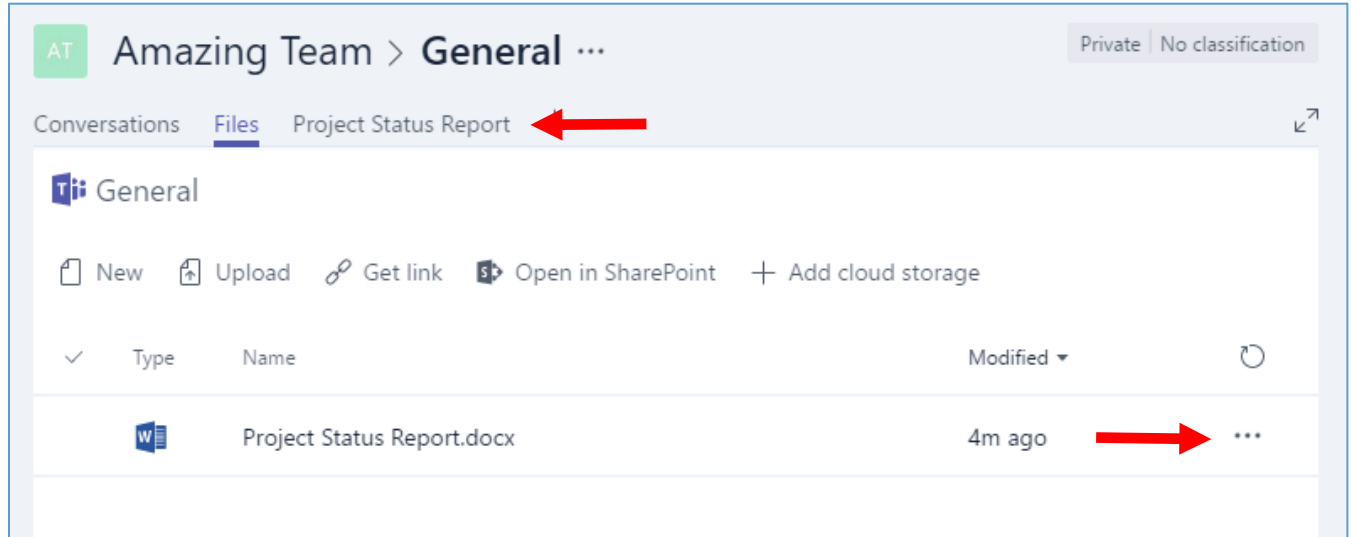
7. **IMPORTANT:** To receive notifications when a new message is posted to a channel, you must click the 3 dots next to that channel and choose “Follow this channel”. Every member of the team must do this for every channel, including the person who created the channel.



8. The files tab shows a list of all documents that have been shared in that channel. You can click “Upload” to add files that you wish to share. You can edit and collaborate on Office documents directly within Teams as long as the file is saved with the newer filename extension (.docx, .xlsx, .pptx, etc).



9. You also have the ability to make important documents a tab on the channel for easy access by clicking the 3 dots next to the document and then “Make this a tab”.



10. You can type @ in front of a team member's name when typing a message to call their attention to your message. They will receive a @mention notification.

