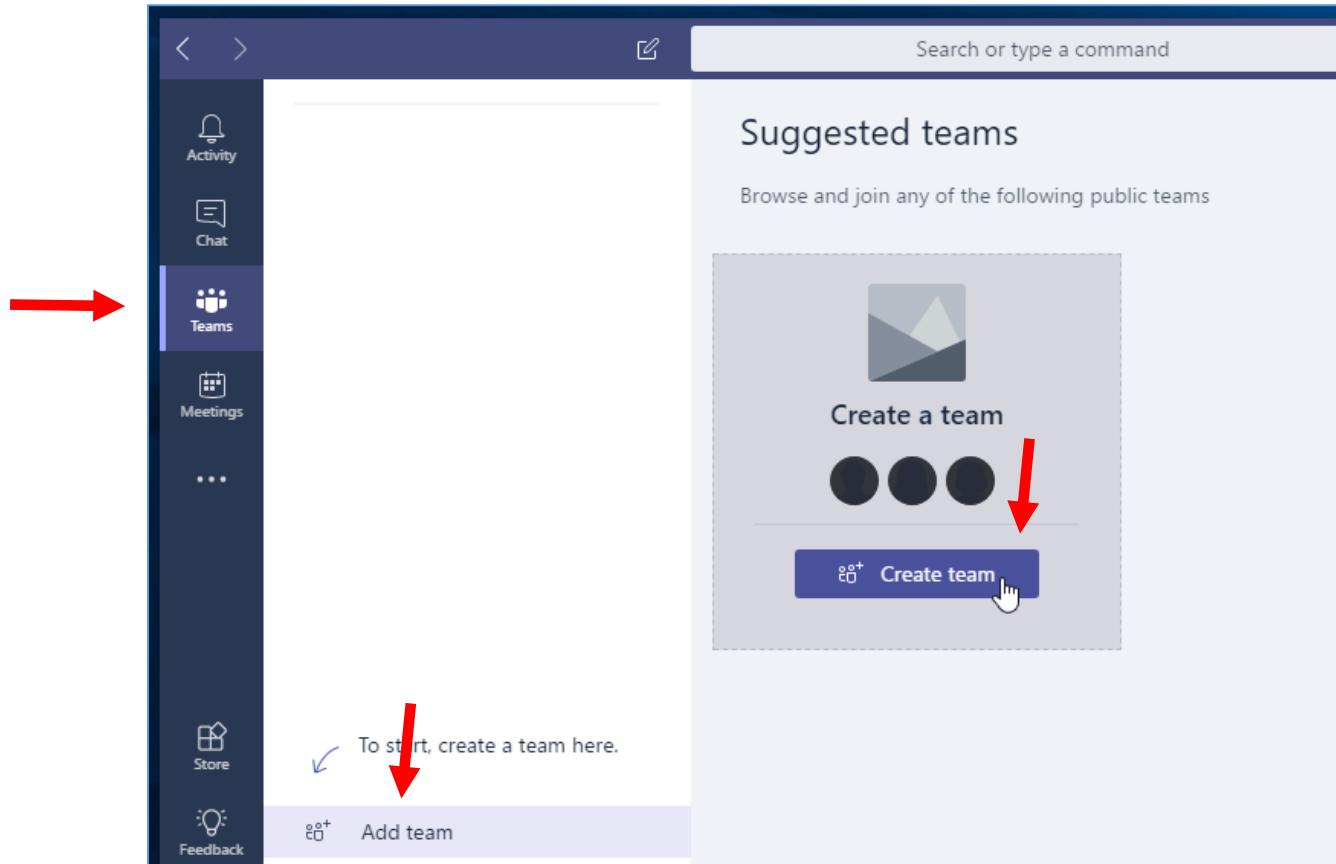


Microsoft Teams

Creating Teams

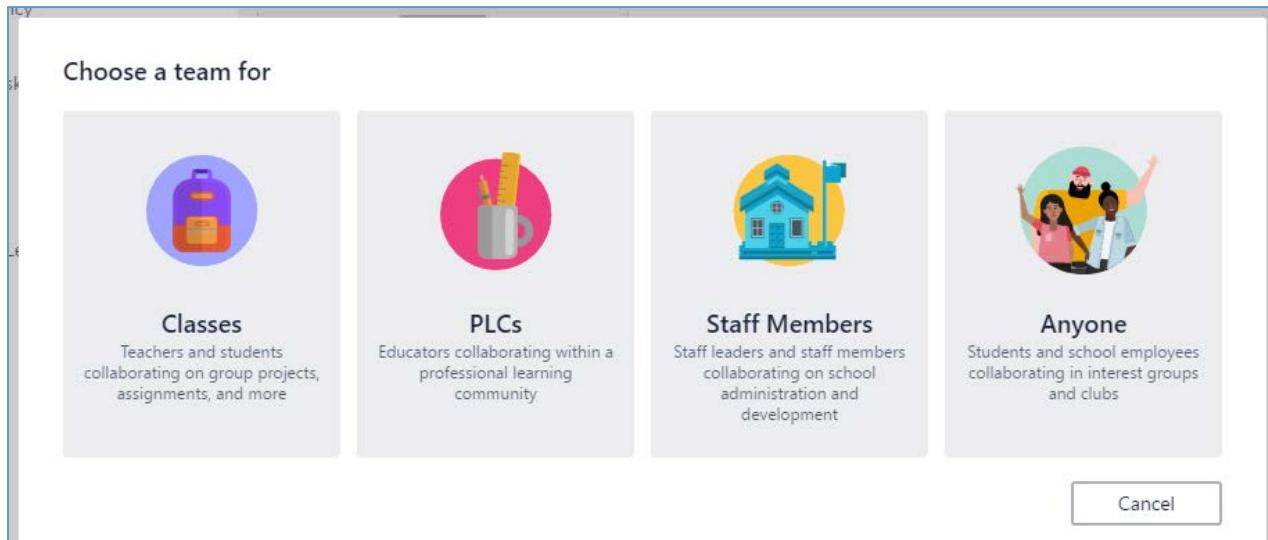
Within Teams you have the ability to create teams, which are a collection of people, conversations, and files all in one place. In most cases, you will want to create teams based on departments. A team has several features that a group chat does not. **Please think about how a team will be used and who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

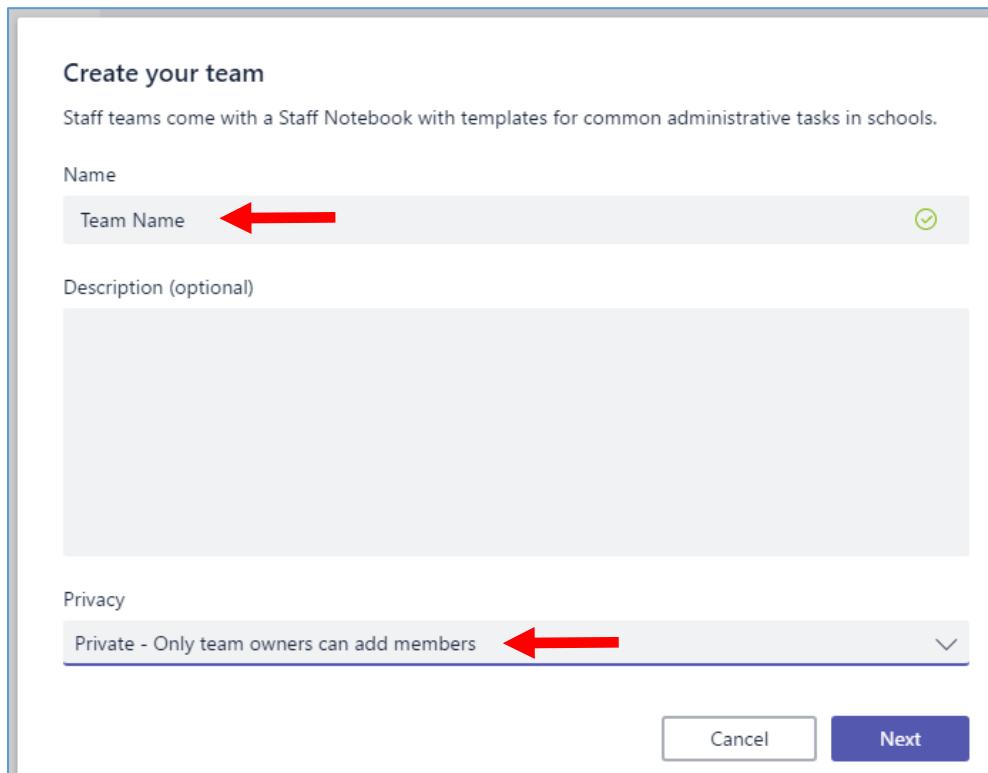




2. Choose a category that best represents the team you wish to create.

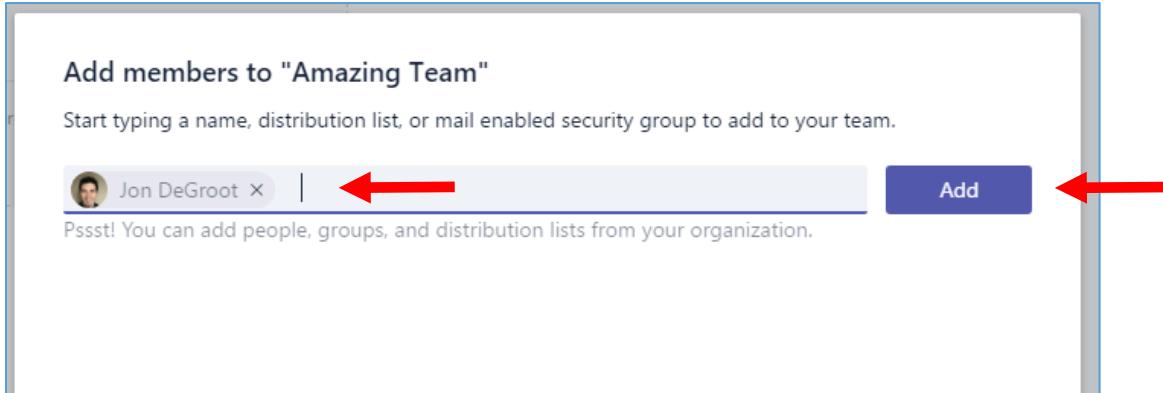


3. Give your team a name and choose the privacy option that is appropriate for this team. **If you make the team public anyone, including students, will be able to join your team.**





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



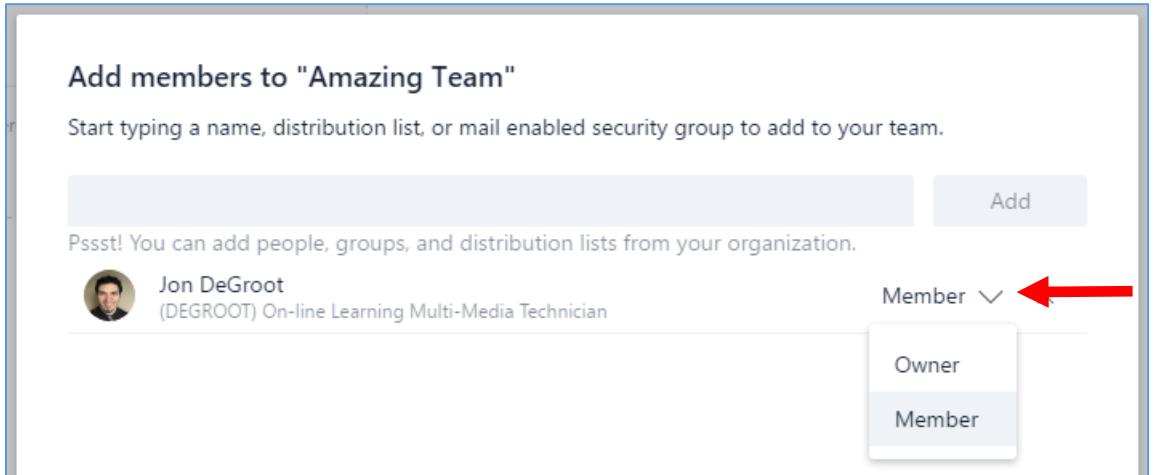
Add members to "Amazing Team"

Start typing a name, distribution list, or mail enabled security group to add to your team.

Jon DeGroot |

Pssst! You can add people, groups, and distribution lists from your organization.

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.



Add members to "Amazing Team"

Start typing a name, distribution list, or mail enabled security group to add to your team.

Pssst! You can add people, groups, and distribution lists from your organization.

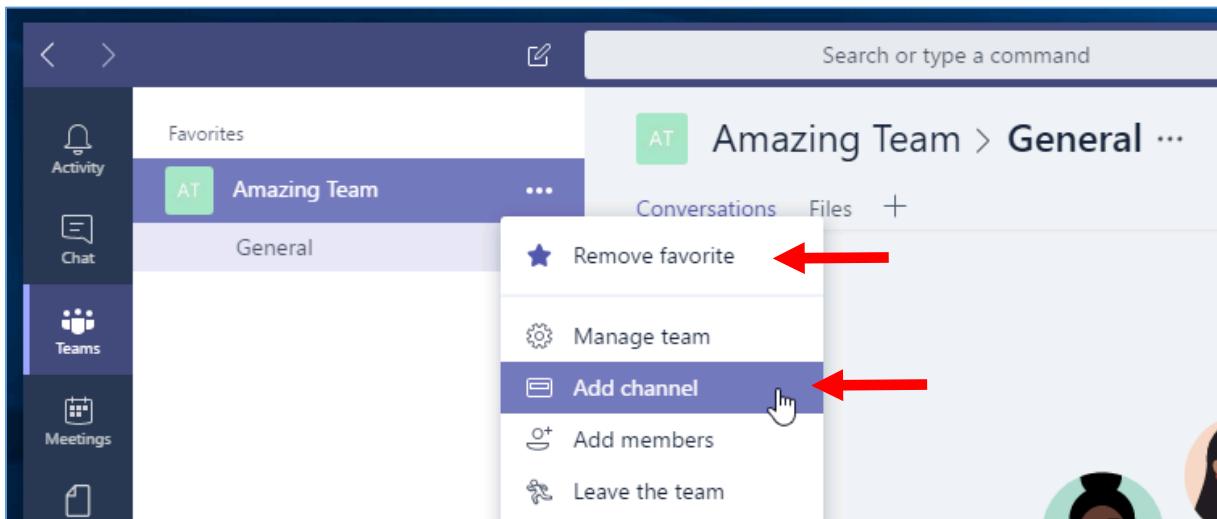
Jon DeGroot
(DEGROOT) On-line Learning Multi-Media Technician

Member ▾

Owner

Member

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.



Activity

Chat

Teams

Meetings

Favorites

AT Amazing Team

General

Conversations Files +

AT Amazing Team > General ...

Remove favorite

Manage team

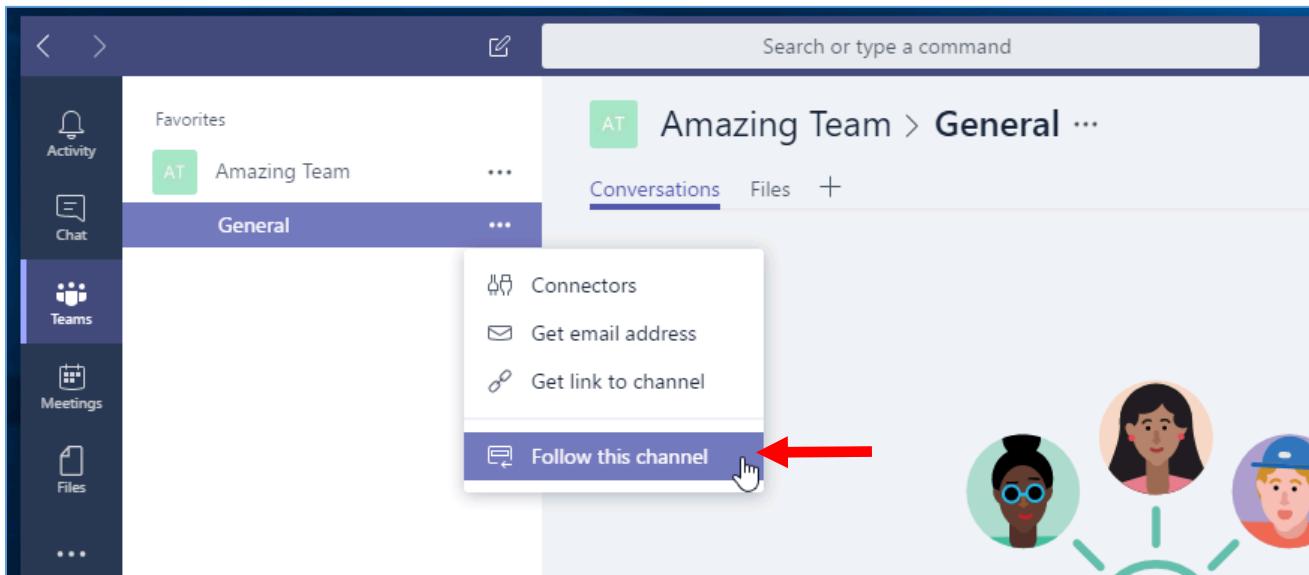
Add channel

Add members

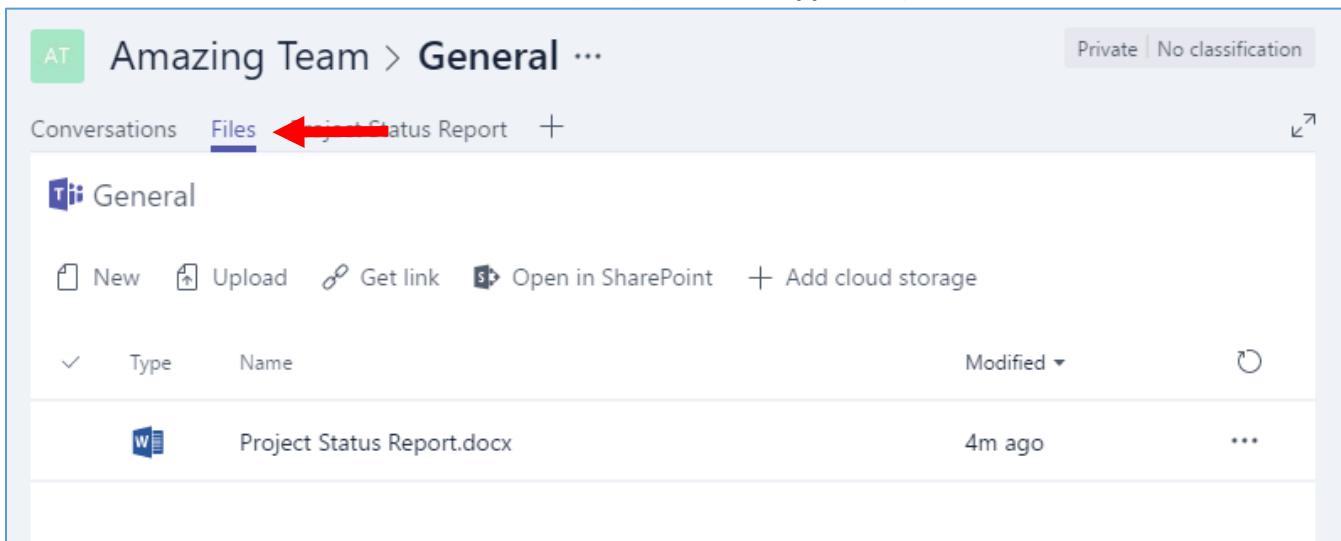
Leave the team



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.

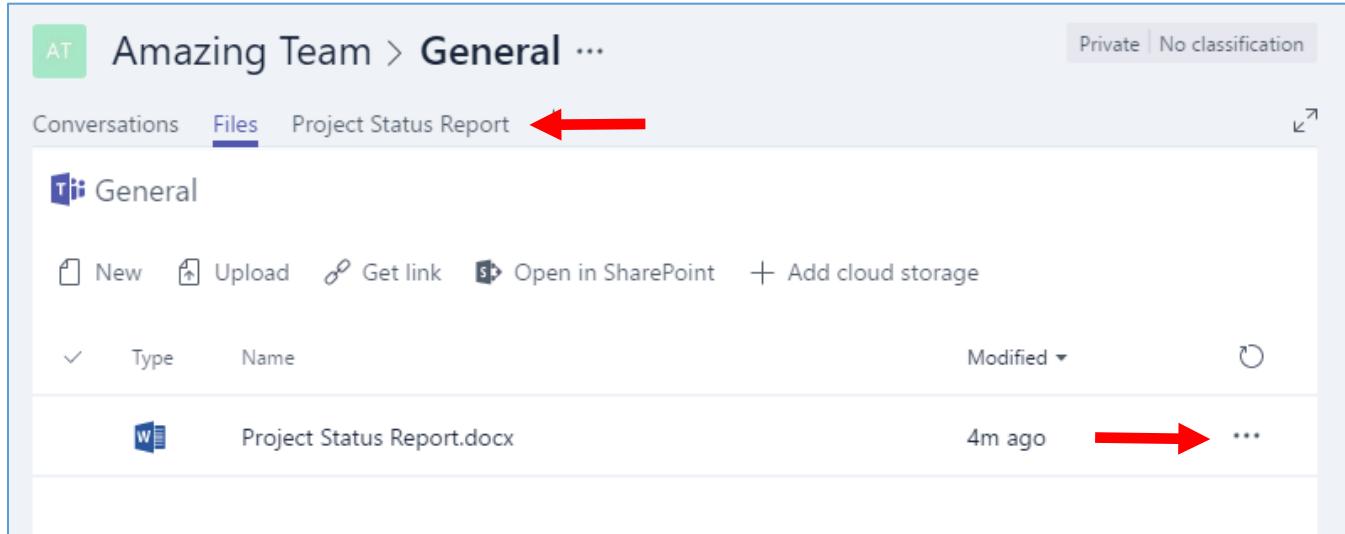


8. The files tab shows a list of all documents that have been shared in that channel. You can click “Upload” to add files that you wish to share. **You can edit and collaborate on Office documents directly within Teams as long as the file is saved with the newer filename extension (.docx, .xlsx, .pptx,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



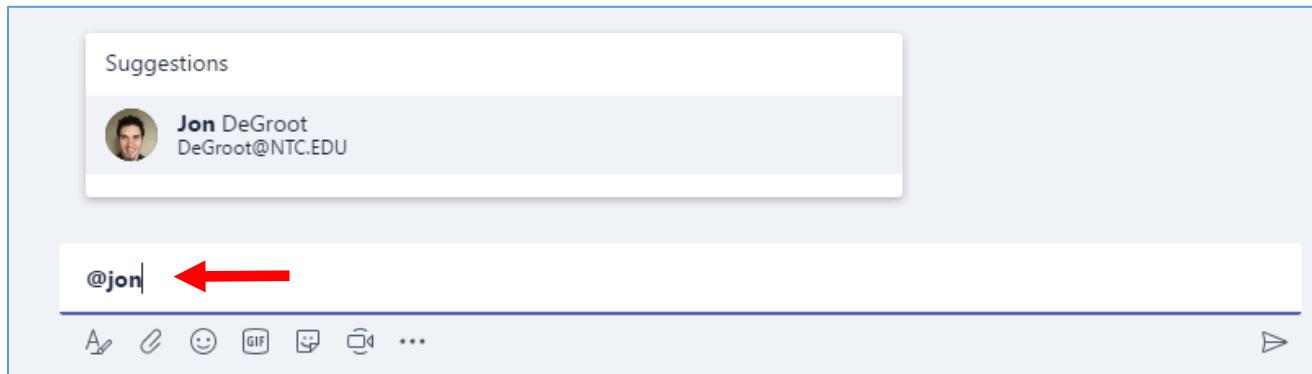


9. You also have the ability to make important documents a tab on the channel for easy access by clicking the 3 dots next to the document and then "Make this a tab".



A screenshot of a Microsoft Teams channel named "General". The "Files" tab is selected. A red arrow points to the "Project Status Report" file. Below the file list, another red arrow points to the three-dot menu icon next to the file "Project Status Report.docx".

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.



A screenshot of a Microsoft Teams message input field. A red arrow points to the "@jon" text in the input box. Above the input box, a suggestions card shows a profile picture and the name "Jon DeGroot" with the email "DeGroot@NTC.EDU". Below the input box, a row of message composition icons is visible.