CREATING A TEAM

1. Open Teams, and in the Teams tab, click Join or create team.

2. Click Create team in the “Create a team” tile.

3. Teams presents you with four choices, you can explore Class, PLC, and Staff teams which provide special configuration but may limit flexibility. For a regular team, click Other.

4. In the “Create your team” window, enter the name of your team, description (optional), and your privacy settings. In most cases, you will want to choose Private.
5. Click Next.
6. To add members or groups, enter the usernames or group names and then click Add, or you can click Skip to add members later after your team is fully set up.

You now have a team with a “General” channel. A channel is the place where team activity occurs. You can create additional channels for all or for specific team members.

To add members or channels, as well as manage and edit the team, click the ellipsis to the right of the team name.