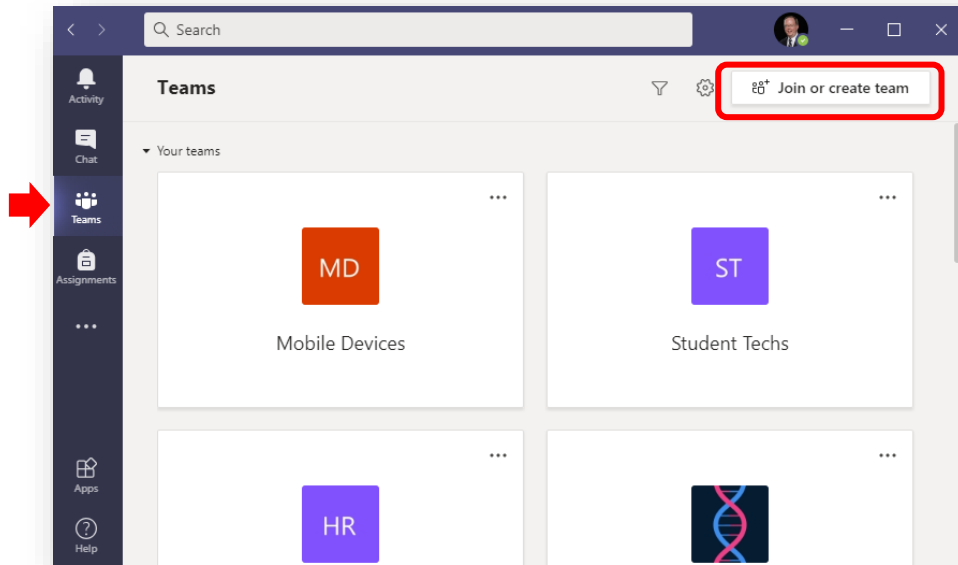
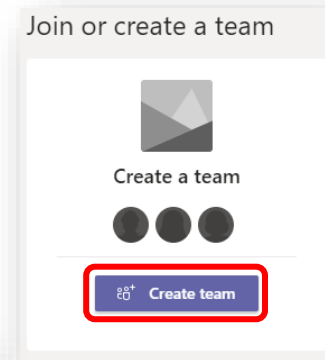
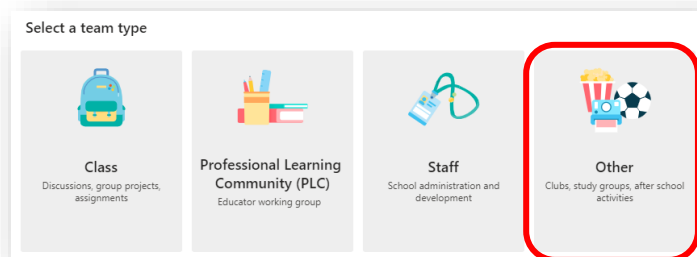


# CREATING A TEAM

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**.

**Create your team**

Educators or students can create teams to work together on any shared goal, project, or activity.

Team name  
 TR 101 Technology Resource Management

Description  
 |

Privacy  
 Private - Only team owners can add members

Create a team using an existing team as a template  
 Create a team using a group set up by you or Bob Jones University

Cancel Next

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.

**Add members to TR 101 Technology Resource Management**

Start typing a name, distribution list, or security group to add to your team. You can also add people outside your organization as guests by typing their email addresses.

ss Stephens, Samuel x | Add

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.

