Microsoft

Creating a New Team

Quick Reference Guide

A team in Microsoft Teams is a focused group working on shared projects or tasks. Each team has channels for organised discussions, file sharing, and app integration, all within a centralised space for efficient collaboration and communication.
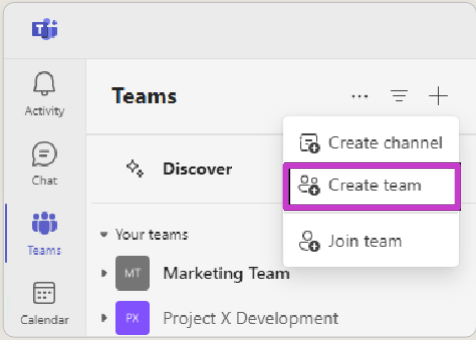
In Microsoft Teams go to Teams
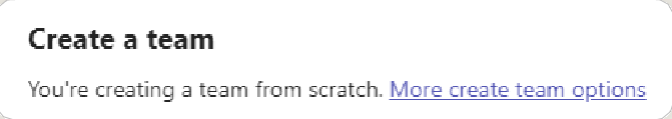
On the left sidebar, click the **"Teams"** icon.
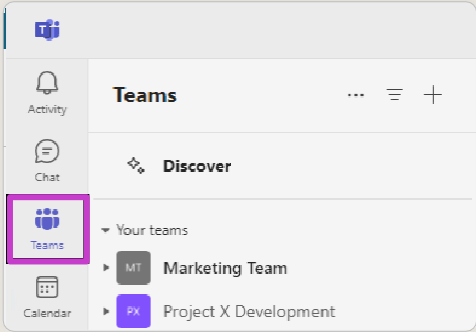
Create a New Team

1. At the top of the list of teams, click **"+"**.
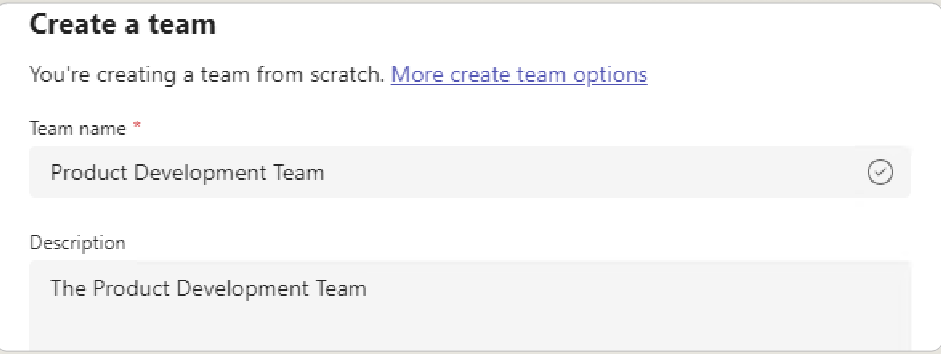
2. Then select **"Create team".**

Choose Team Creation Method

Select **"create a Team from scratch"** or **"More create team options"** which will use a Template of predefined channels and Apps.

Name Your Team

1. Enter a **team name** that reflects the purpose of the team.

2. *(Optional)* Add a **description** for your team.

Choose a Team Type and Privacy

You will be presented with two options for privacy:

- **Public:** Anyone in your organisation can find and join the team.

- **Private:** Only team owners can add members.

Name Your First Channel

1. Enter a Channel name that reflects the purpose of the Channel.

2. Click **"Create".**

Add Members

1. Add people to your team by typing their name, email address, or group name.

2. Once you've added all members, click **"Add".**

Customise Your Team

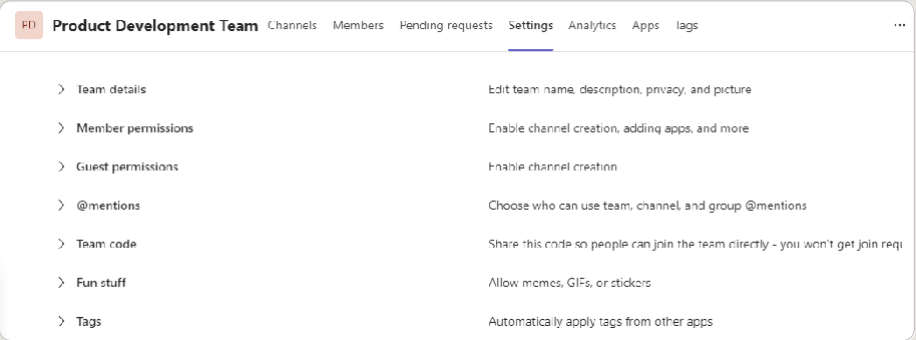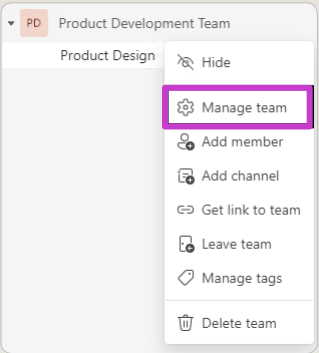Customise your team's settings by clicking on the **"..."** next to the team name and selecting **"Manage team"**:

- Adjust **member permissions**.
- Add **team picture**.
- Set **fun settings** like emojis, memes, and GIFs.

Set Up Additional Channels

1. You can add more channels for specific topics, projects, or tasks.
2. To add a channel, click the **"..."** next to the team name and select **"Add channel"**.
3. Choose a channel type.
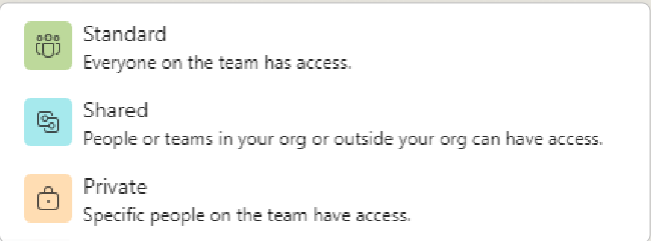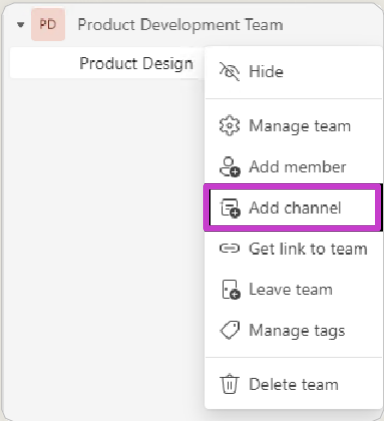
Start Collaborating

Your team is ready to use! Begin collaborating by sharing files, having conversations, and organising meetings all within Microsoft Teams.