

Creating a New Team

Quick Reference Guide



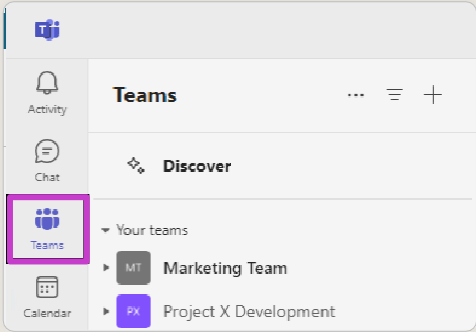
Creating a New Team

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.

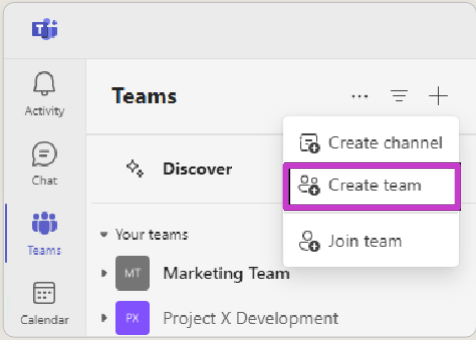
In Microsoft Teams go to Teams

On the left sidebar, click the **"Teams"** icon.



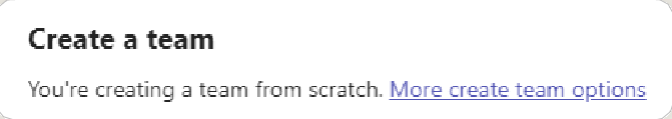
Create a New Team

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



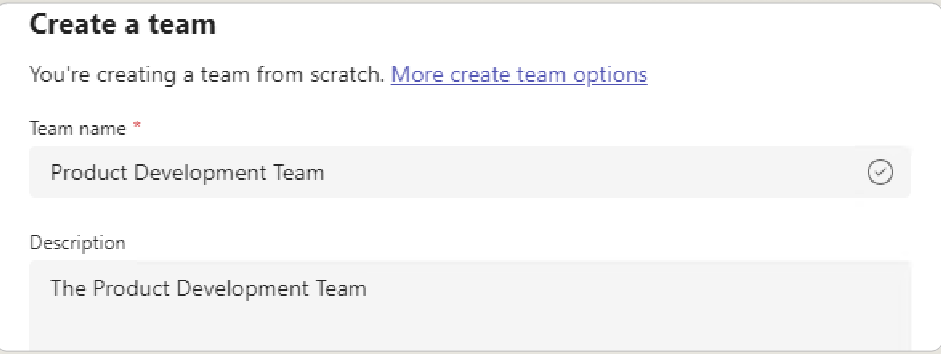
Choose Team Creation Method

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.


What kind of team will this be?

Privacy



Private

People need permission to join




Public

Anyone in your org can join

Name Your First Channel

1. Enter a Channel name that reflects the purpose of the Channel.
2. Click **"Create"**.

Team type



Private

Name the first channel * ⓘ

Product Design

What's a team?

Cancel

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"**.

Add members to Product Development Team

Start typing a name, distribution list, or security group to add to your team. You can also add people outside your organisation as guests by typing their email addresses. People outside your org will get an email letting them know they've been added. [Learn about adding guests](#)

Type a name or email




Allan Deyoung

AllanD@WWLx213130.OnMicrosoft.com

Member ▾

✕




Megan Bowen

MeganB@WWLx213130.OnMicrosoft.com

Member ▾

✕



Nestor Wilke

NestorW@WWLx213130.OnMicrosoft.com

Member ▾

✕

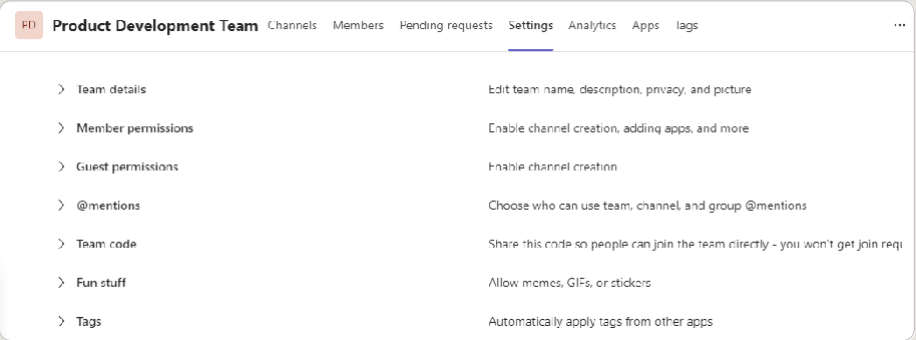
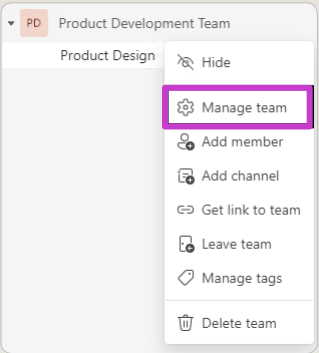
Skip

Add

Customise Your Team

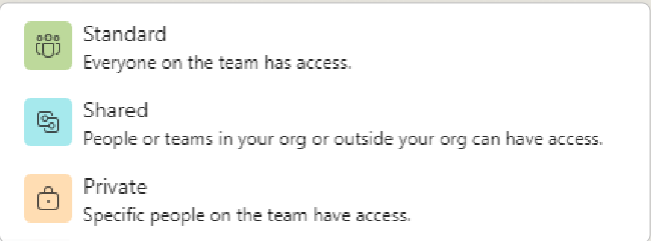
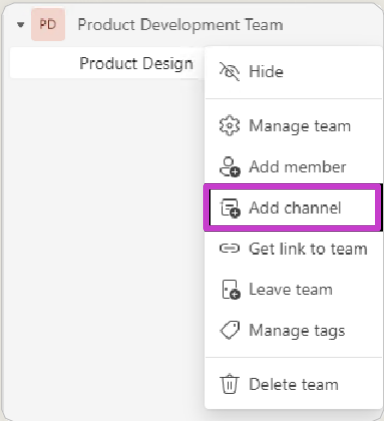
Customise your team's settings by clicking on the "..." next to the team name and selecting **"Manage team"**:

- 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.