

Teams: Creating a Team

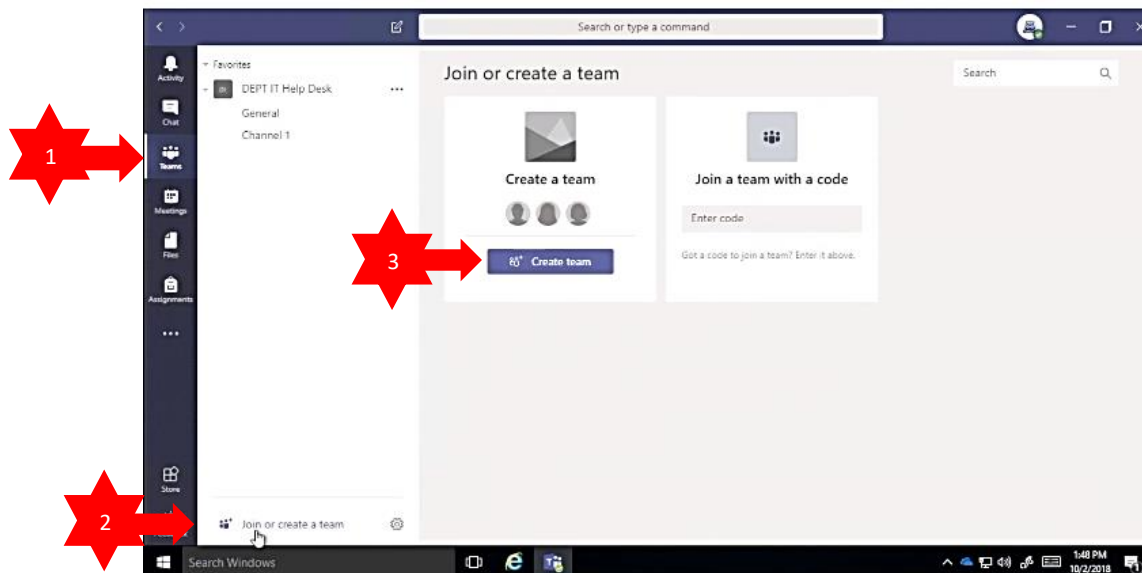
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Introduction

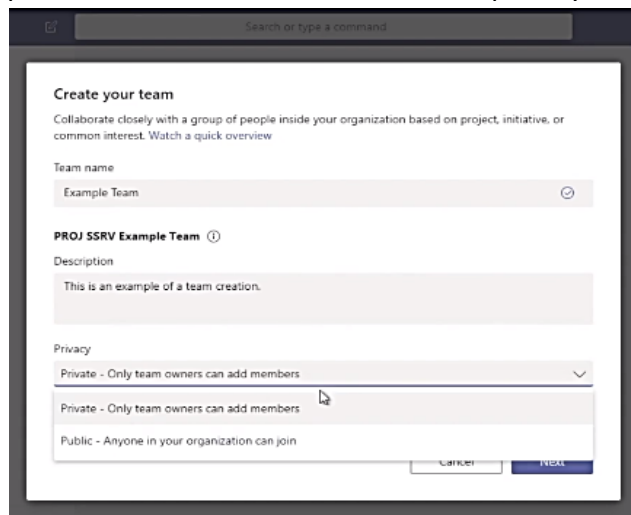
This guide will walk you through how to create your own team, separate from the departmental teams in the application Microsoft Teams.

Creating a Team

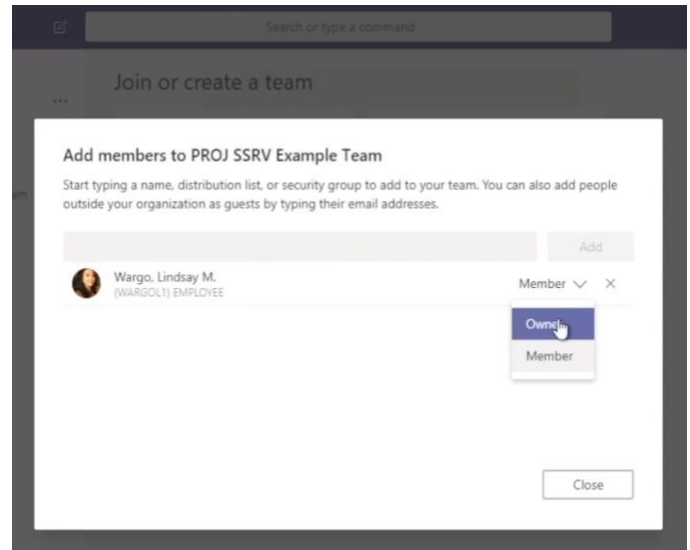
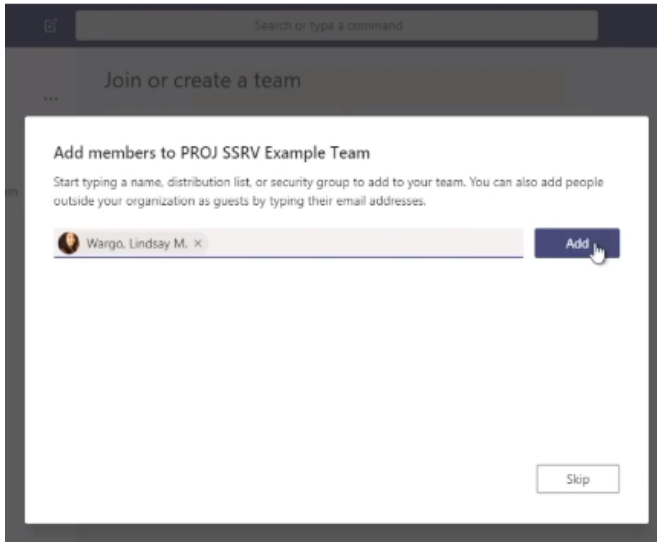
1. While in the “Teams” tab on the left, click on “Join or create a team” and then “Create team”.



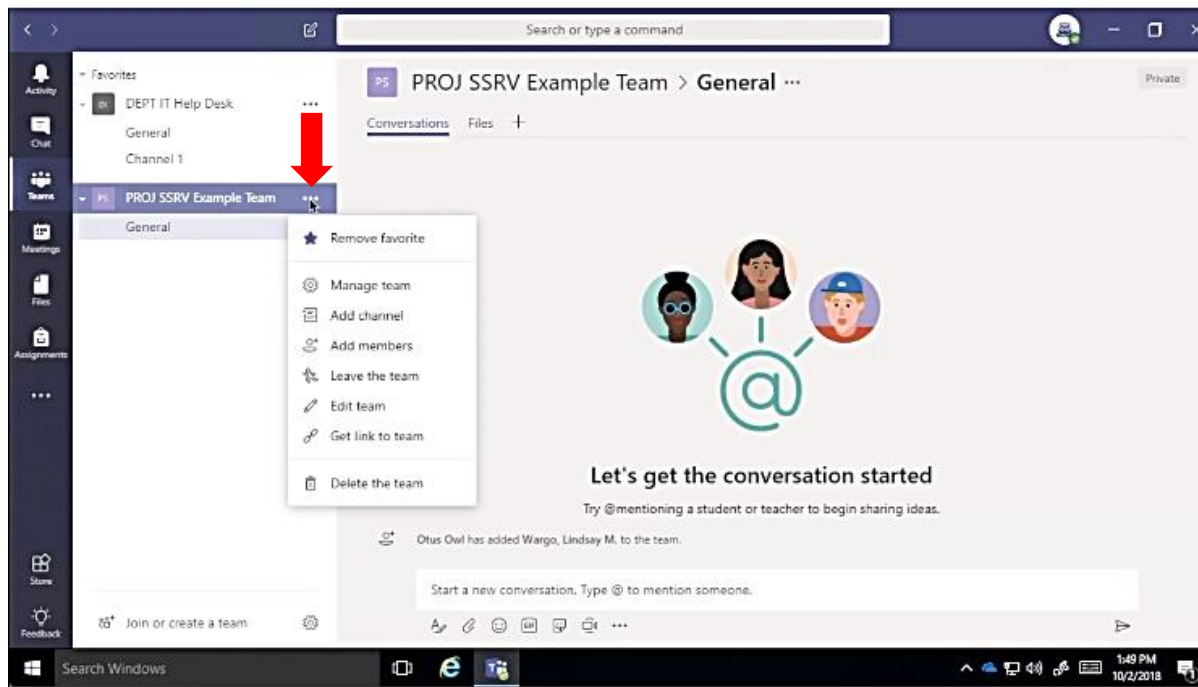
2. Fill in the name and description of the new team, and select its privacy setting (private or public).



3. Add members to the team by searching their name, then clicking “Add”. You may also choose whether you’d like them to be co-owners or simply members. When done, click “Close”.



4. The new team will now appear in your teams list. To make changes to your team, click on the 3 dots next to the team name.



5. Your new team is now ready to use!