How to Create a team with Microsoft Teams

1. Select Teams > Join or create a team.

2. Select Create a new team, and then select Build a team from scratch or select Create from... to build an all-new team or create from an existing group respectively.

3. Select a team type (Class, Professional learning Community, Staff, Other)

4. Select Private if you'd like to add people yourself or have them request permission to join. Select Public if anyone in your organization can join.

5. Give the team a name and add a short description.

6. Select Create.

7. Add members. You can add people, groups, or even entire contact groups.

8. When you're done adding members, select Add and then Close.