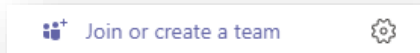
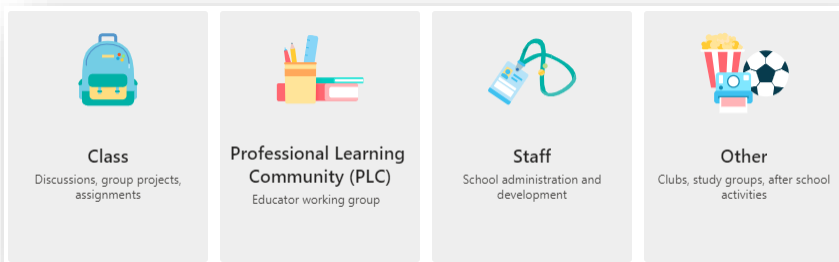


How to Create a team with Microsoft Teams

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.

A screenshot of the "Create your team" dialog box. It includes a title "Create your team", a subtitle "Educators or students can create teams to work together on any shared goal, project, or activity.", a "Team name" field with "Sample Team 1" and a checkmark, a "Description" text area, a "Privacy" dropdown menu set to "Private - Only team owners can add members", and two buttons at the bottom: "Cancel" and "Next".

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**.