

# Create a Team in Microsoft Teams

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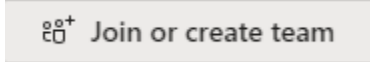
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## Topic Overview

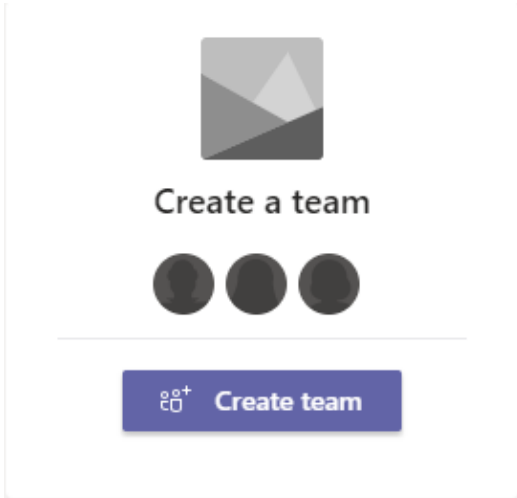
Within Teams it is possible to create a Team which provides a "hub of collaboration" to a group of individuals. Collaboration through Teams offers threaded discussion, file sharing/Office document co-editing, instant/ad-hoc meetings and support for many third party tools.

## Creation Process

- Click the '**Join or create Team button**'
  - For *Grid View* the button is located in the top right of the screen
  - For *List View* the button is at the bottom left of the screen



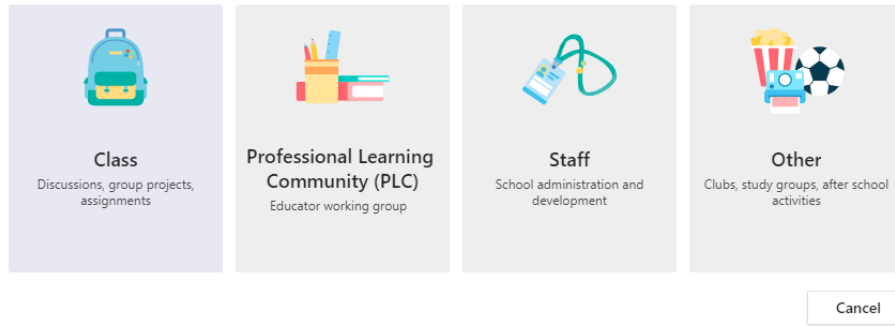
- Choose '**Create a team**'



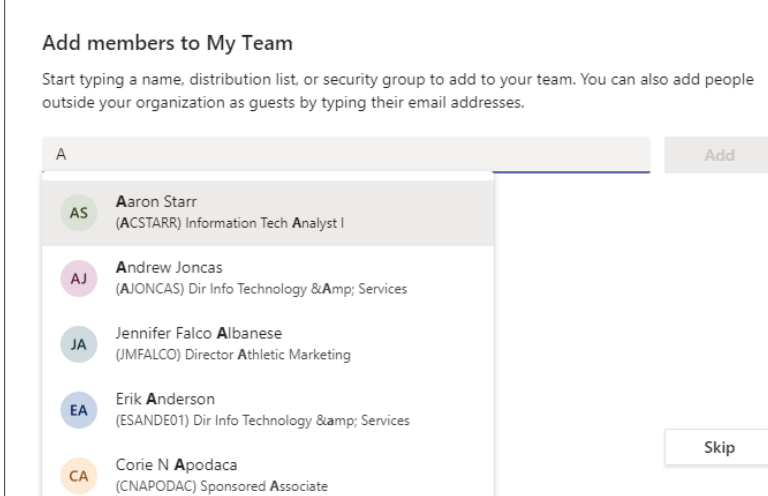
- When prompted, choose the type of Team you want to create
  - [Choose a team type to collaborate in Microsoft Teams \[External Link\]](#)
  - Class, PLC and Staff Teams are created with a customized OneNote
    - Staff Teams are best for use by a department
    - Other Teams for general purpose

- Only Faculty and Staff can create a "Class" and "PLC" type of Team

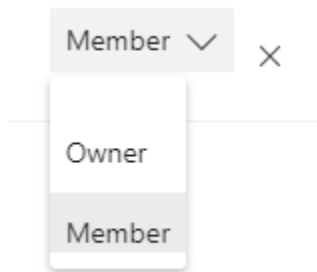
Select a team type



- When prompted you can add users to the team using the People Picker. Enter partial or full name, NetID or email address (external users)



- For each user added to the team, assign their role as Owner or Member
  - We recommend at least two owners are configured in each Team



## Additional Teams How-To Pages

- [Adding Users or Groups in Microsoft Teams](#)
- [Create a Team in Microsoft Teams](#)
- [External/Guest User Meeting Experience](#)
- [External/Guest User Teams Experience](#)
- [Join a Microsoft Teams Meeting](#)
- [Manage Your Microsoft Teams Meeting](#)
- [Managing Teams Notifications](#)
- [Microsoft Teams Audio and Video Setup](#)
- [Scheduling Meetings in Microsoft Teams](#)
- [Using Chat in Microsoft Teams](#)

