

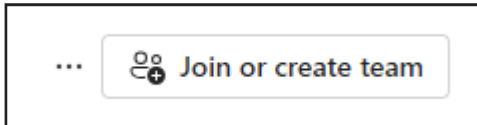
# CREATING A TEAM ON MICROSOFT TEAMS

Who can create a team? All faculty, staff, and students are allowed to create teams. We recommend that you consider the goal, project, or work item that the team will focus on when creating a team. This will help you decide how best to organize the team and which members should be added.

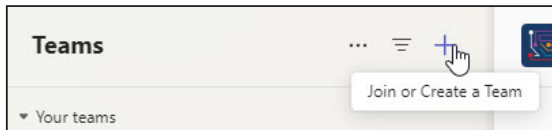
## ⇒ 1. CREATE A TEAM

Choose Teams from the left navigation bar. If you are in Grid view, you will click the button at the top right. If you are in List view, you will click the + button at the top left above your list of teams.

Grid view:

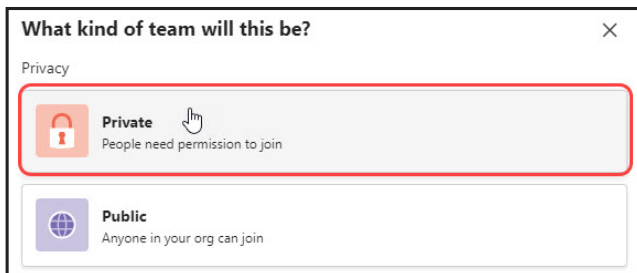


List view:

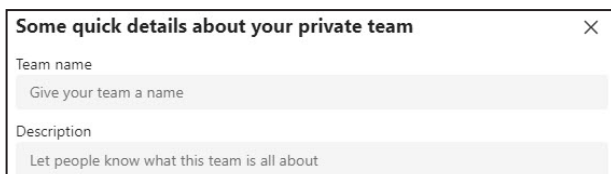


## ⇒ 3. CHOOSE TEAM SETTINGS

If you want people to need permission to join, set the team to Private. This is the recommended setting. You can also set it to Public, where anyone at UI can join without requiring approval.



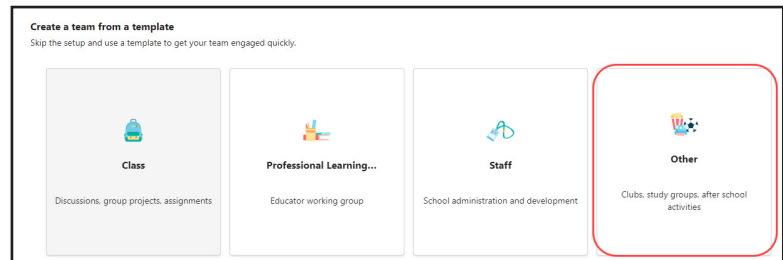
Next, you will name your team and provide a description.



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## ⇒ 2. CHOOSE THE "OTHER" TEMPLATE

Each team type can be customized according to organizational needs, however, selecting "Other" will default to the standard settings, which is a good starting point. The first three templates come with preset features - and limitations.



## ⇒ 4. ADD TEAM MEMBERS

Team members with a HawkID will autofill as you type. You can choose to add people as members or owners of the team. We suggest you designate more than one owner for each team, as group membership changes over time.

You can also click "Skip" if you are unsure which team members you would like to add. You can always add members later by clicking on the ellipsis icon next to the team name.

