

Information Technology Services

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:		[$\stackrel{\circ}{\subset}_{ullet}^{\circ}$ Join or create team
List view:	Teams		··· = +
	▼ Your te	ams	

\Rightarrow 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.

/hat	kind of team will this be?	×
ivacy		
î	Private People need permission to join	
0	Public Anyone in your org can join	

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

Some quick details about your private team	×
Team name	
Give your team a name	
Description	
Let people know what this team is all about	

LEARN MORE

→ ITS-TRAINING@UIOWA.EDU



\Rightarrow 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.

reate a team from a template cip the setup and use a template to get your team e	ngaged quickly.		
٨	<u>#</u>	A	<u>@</u> .*:
Class	Professional Learning	Staff	Other
Discussions, group projects, assignments	Educator working group	School administration and development	Clubs. study groups. after school activities

→ 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.

Add members to Example team

Start typing a name, distribution list, or security group to add to your team. You can also add people outside your organization as guests by typing their email addresses. People outside your org will get an email letting them know they've been added. Learn about adding guests

Type a name or email

Skip

Add