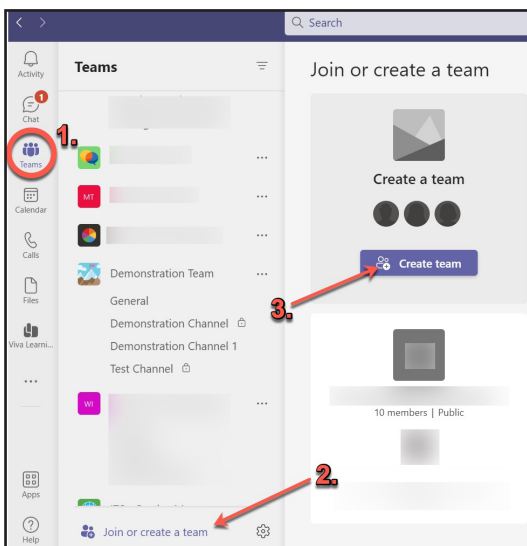


Microsoft Teams CREATING A TEAM

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.

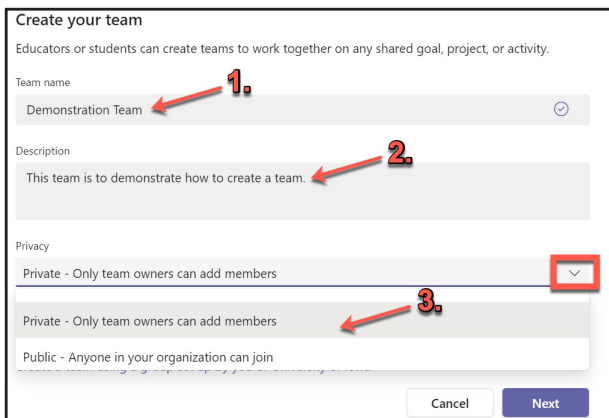
→ 1. CREATE A TEAM

Choose "Teams" from the left navigation pane and select "Join or create a team" at the bottom of your teams list. Click "Create Team".



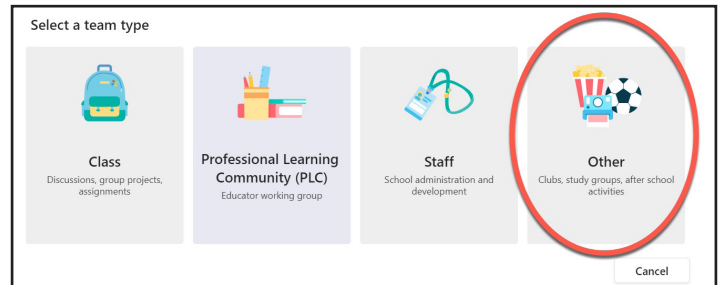
→ 3. TEAM SETTINGS

1. Type the name of the team and (2.) a description of the team.
3. Choose to make the team private or public. **Most** teams should remain private, as anyone with a HawkID can access a public team.
4. Click "Next" when done.



→ 2. CHOOSE TEAM TYPE

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.



→ 4. ADD TEAM MEMBERS

1. 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.
2. Click "Add" after selecting the team member's name.
3. Click "Skip" if you are unsure which team members you would like to add. You can always add members later by clicking on the three dots next to the team name.

