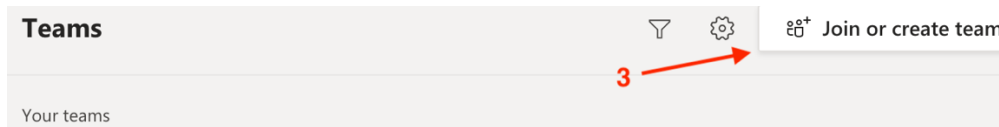
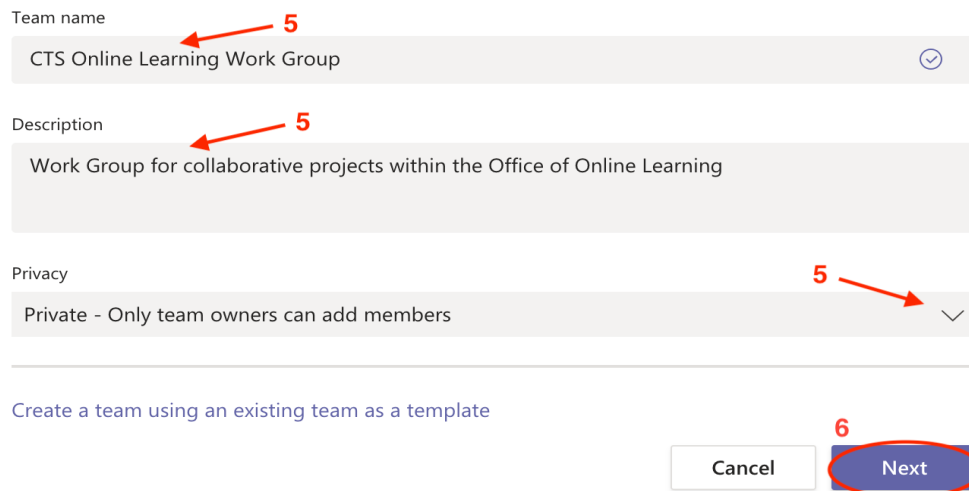


Creating Teams in Microsoft Teams

1. Login into Microsoft Teams (see CTS_install_Microsoft_Teams.pdf)
2. Click on the [Teams](#) side-tab. If you already in a group, you may need to click the [Teams](#) tab again to get to the [Teams](#) general menu.
3. Click the [Join or create team](#) button.



4. Select [Create team](#) under the [Create a Team](#) widget.
5. Enter a [Team name](#), [Description](#) and select [group privacy settings](#). All these setting can be changed by group owners at a later time.
6. Click [Next](#).

A screenshot of the Microsoft Teams "Create a team" form. The form has three main sections: "Team name", "Description", and "Privacy". Each section has a red arrow with the number "5" pointing to it. The "Team name" field contains "CTS Online Learning Work Group". The "Description" field contains "Work Group for collaborative projects within the Office of Online Learning". The "Privacy" field is set to "Private - Only team owners can add members" and has a dropdown arrow on the right. Below the form, there is a link "Create a team using an existing team as a template". At the bottom right, there are two buttons: "Cancel" and "Next". The "Next" button is circled in red and has a red arrow with the number "6" pointing to it.

7. If you're not ready to enter group members yet, click [Skip](#) and go to **step 9**. If you are ready, go to **step 8**.

8. a) Input group members names or email address and click [Add](#).
- b) If you want to edit the role of the group member, click on the current role drop-down next to their name and select the appropriate role. This setting can be changed at a later time.



jean-charles, alex
ALEX.JEAN-CHARLES

8b → Owner ▾

- c) When you're done making changes, click [Close](#).
9. The group is now created. If need to edit any group settings, click the [Additional Options](#) ellipses (...) located next to the group name.



CTS Online Learning Work G... ⋮