Creating Groups (Teams) in Microsoft Teams
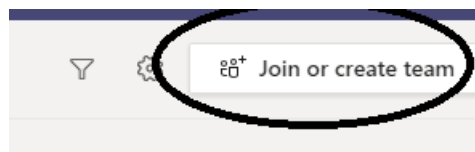
You can create a group or team in Microsoft teams for communicating with your students. To create a team, follow the prompts below.
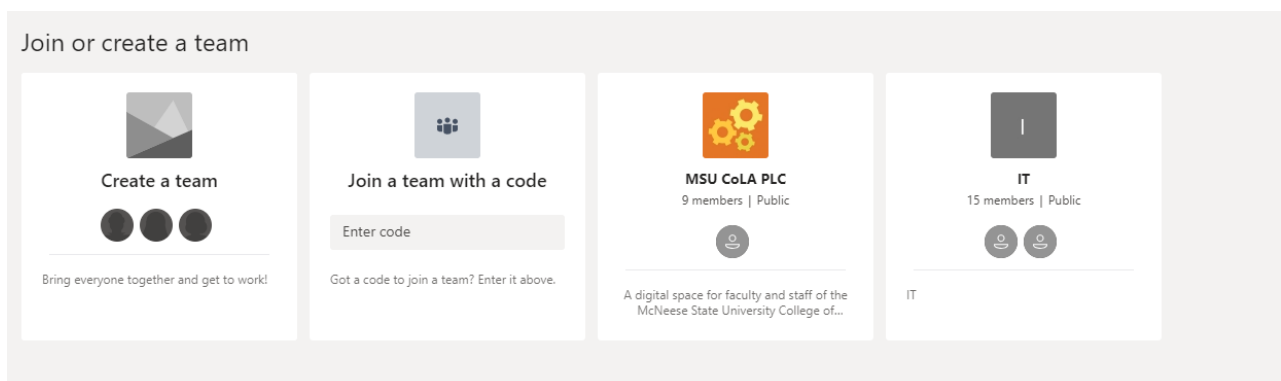
1. Open up the cloud version or downloaded version of Microsoft Teams App to computer, tablet or phone.

2. Scroll to the "Teams" option.
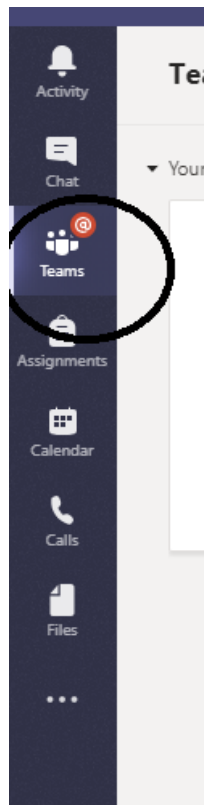
3. Click "Join or create team" in the top right corner.

4. Click "create a team"

5. Give the team a name and set your privacy settings.

6. Click "Next"

Create your team

Collaborate closely with a group of people inside your organization based on project, initiative, or common interest. Watch a quick overview

Team name

| TEAM | ⊘ |

Description

| |

Privacy

| Private - Only team owners can add members | ⌄ |

Create a team using an existing team as a template

Create a team using a group set up by you or McNeese State University

Cancel   Next

7. Start typing in email addresses for those that you wish to invite or skip

8. Team created.

9. To bulk add members to a Teams Group, read here.

10. Find the newly created group and select the three dots on the group block.

11. Select Edit Team to view the list of members in the group.

NOTE: Once a team is created, you can edit the team that you are in by selecting the "..." icon next to the team name and then selecting "Manage Team."

• • •

TEAM

General

••• Search for members 🔍

⚙ Manage team

📋 Add channel

👤⁺ Add member

🏃 Leave the team

✏ Edit team

🔗 Get link to team

🏷 Manage tags

🗑 Delete the team

uests (0)

Members   Pending Requests   Channels   Settings   Analytics   Apps

Search for members 🔍   👤⁺ Add member

▾ **Owners**(1)

Name	Title	Location	Tags ⓘ	Role
🖼 Joel Staves				Owner ⌄

▸ **Members and guests**(0)