



## Set up and Customize your Teams

To get your team up and running in Microsoft Teams, create a team, add people, and add channels.

[Click to watch the "Get Your Team Up and Running" Video](#)

### Get your Team up and Running

#### Create a team

1. Select **Teams > Join or create a team.**

This is where you create your own team, or discover existing ones.

2. Select **Create a new team**, and then select **Build a team from scratch** or select **Create from...** to build an all-new team or create from an existing group respectively.
3. Select **Private** if you'd like people to request permission to join, or select **Public** if anyone in your org can join
4. Give the team a name and add a short description if you'd like.
5. Select **Create**.
6. Add members.

You can add people, groups, or even entire contact groups.

If you need to add people from outside your organization, use their email address to invite them as guests. Add a friendly display name for them too.

7. When you're done adding members, select **Add** and then **Close**.

#### Create a channel

By default, every team gets a **General** channel, which is a good channel to use for announcements and information the whole team needs. To add more channels:

1. Select **⋮ More options...** next to the team name.
2. Select **Add channel**.
3. Enter a name and description for your channel.  
You can build a channel around a topic, project, department name, or whatever you like.
4. Select **Automatically show this channel in everyone's channel list** if you want this channel to be automatically visible in everyone's channel list.
5. Select **Add**.

#### Customize and manage your team

1. Select **⋮ More options...** next to the team name.
2. Select **Manage team** to find **Members**, **Channels**, **Settings**, and **Apps** for your team all in one place.



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3. Select **Settings** > **Team picture** to add a team picture and give your team some personality.

### Go-to Guide for Team Owners

#### Add members

1. In the teams list, go to the team name and select **More options** **...** > **Add members**.
2. Type in the name or email address of someone you want to add.  
**Note:** If the person is outside of your organization, type in their email address. Select the pencil icon to add a display name everyone will recognize. The guest will receive an email inviting them to join the team.
3. Select **Add**.

#### Remove members

1. In the teams list, go to the team name and select **More options** **...** > **Manage team**.
2. Under **Members**, select the **X** to the far right of the name of the person you'd like to remove.

#### Add team owners

1. In the teams list, go to the team name and select **More options** **...** > **Manage team**.
2. In the **Members** tab, under **Role**, select the down arrow and change **Member** to **Owner**.

#### Manage channels

1. Go to the team name and select **More options** **...** > **Manage team**.
2. In the **Channels** tab, select **Auto-favorite** for any channels you want to make sure show up in everyone's channel list.  
**Note:** You can favorite up to 10 channels for your team.

#### Change team settings

Go to the team name and select **More options** **...** > **Manage team**. From there, you can access your team **Settings** tab, which lets you:

- Change the team picture.
- Set member permissions (like allowing them to create, update, or delete channels and tabs).
- Enable **@team** or **@[team name]** mentions in a channel.
- Set permissions for guests.




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- Enable team members to send GIFs, emoji, and stickers.

### Manage and add Apps

1. Go to the team name and select **More options** **...** > **Manage team**.
2. In the **Apps** tab, you can manage the apps your team uses.
3. Select **Go to store** to find and install a new app.

### Archive a team

1. Select the manage icon  at the bottom of the teams list.
2. Select **More options** **...** on the far right of the team name.
3. Select **Archive Team**

**Note:** The conversations and files in the team become read-only once you archive it. You'll still be able to search through it for stuff you need—you can even keep it as a favorite.

## Organize your Teams List

- To pin a channel, go to a channel name and select **More options** **...** > **Pin**.
- To reorder your teams, select **Teams**, then click and drag the team name anywhere in your teams list

[Click to watch the “Organize Your Team List” video](#)

For more information, please refer to the Microsoft training resource page [HERE](#)