

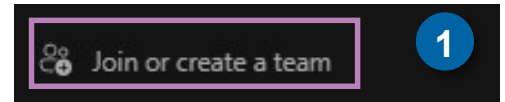


# CREATING A TEAM FROM SCRATCH

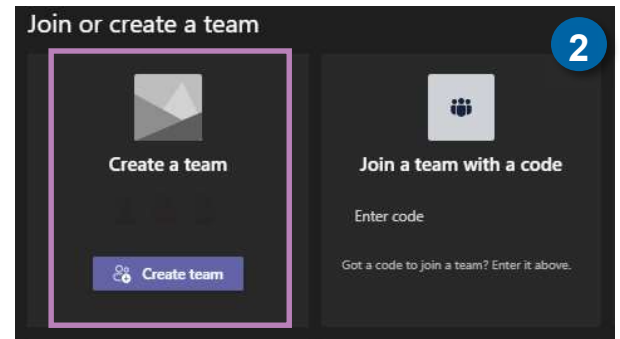
In Microsoft Teams, you'll join or create an organization made up of various teams. Each team can have different settings with different channels (e.g., General, Project Documentation) to allow project team members in those teams to chat through voice, text, or video, as well as share and collaborate on files.

You can create a team in the Microsoft Teams desktop app or in the web app using the same steps.

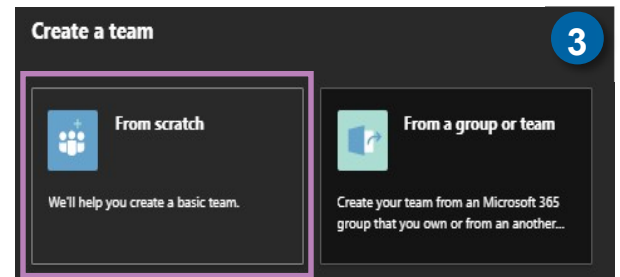
1. From the Teams section, click on **Join or create a team** in the bottom left-hand corner of the application.



2. From the list of options, select **Create a team** to proceed.



3. You can choose to create a team from scratch, from another group or team, or from a template. From the list of options, select **From scratch**.



IMPORTANT INFORMATION



QUESTION AND ANSWER REINFORCING TOPIC

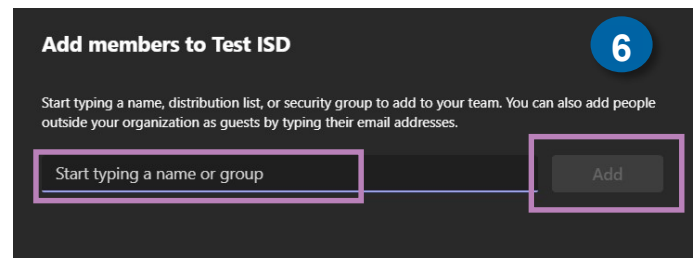
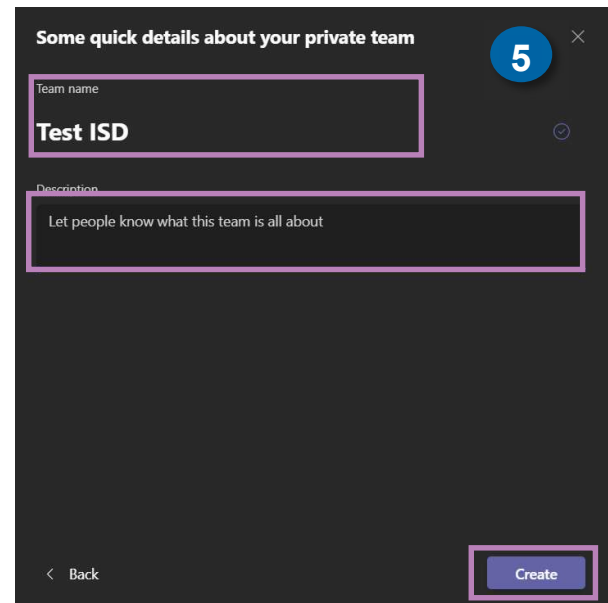
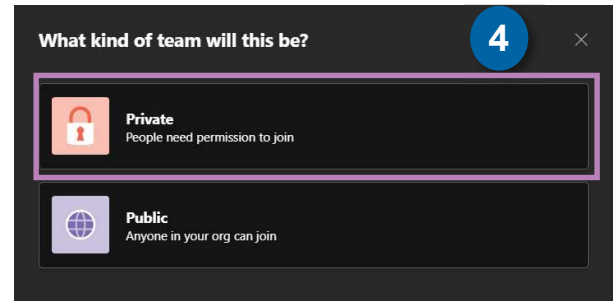


FOR YOUR INFORMATION



# CREATING A TEAM FROM SCRATCH

4. Next, you can choose to make your team either private or public, select **Private**.
  
5. Give your new team a name, and include a description of it below. Select **Create**.
  
6. You will be prompted to add members to your team by typing the name of the associates in the search bar. Once all associates have been found, select **Add**.



IMPORTANT INFORMATION



QUESTION AND ANSWER REINFORCING TOPIC

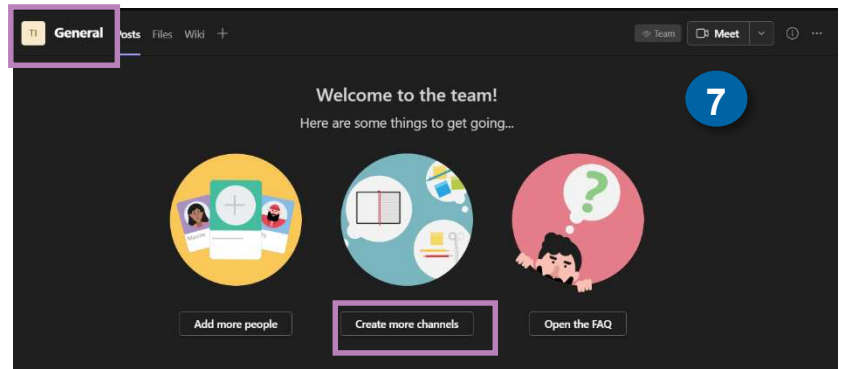


FOR YOUR INFORMATION

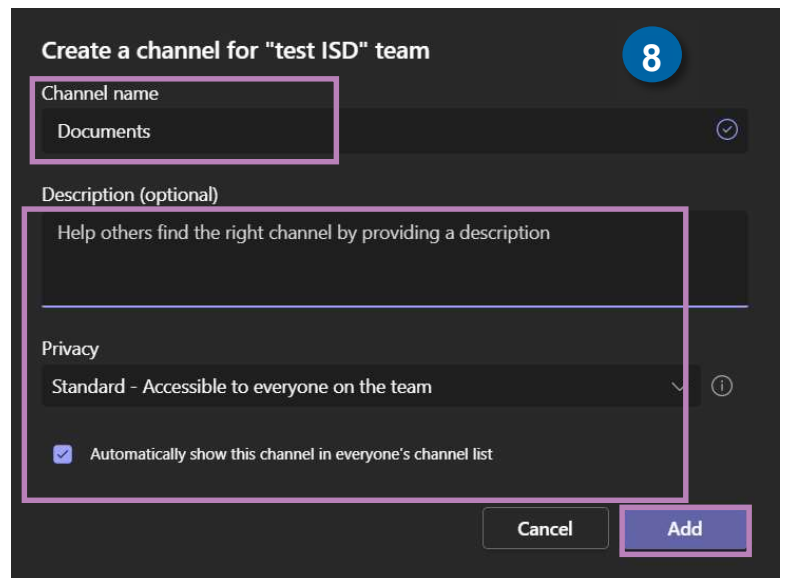


# CREATING A TEAM FROM SCRATCH

- Now your team has been created. It will have one channel to start, **General**. You can add new channels by clicking **Create more channels**.



- Here you can designate your channel name and add a description. Leave the privacy as is, check the box, and click **Add** to create your new channel.



For more information please visit the Microsoft Resources page on PAWS: <https://www.choc.org/microsoft-resources/>



IMPORTANT INFORMATION



QUESTION AND ANSWER REINFORCING TOPIC



FOR YOUR INFORMATION