



GET TO KNOW OFFICE 365

How to create your first team

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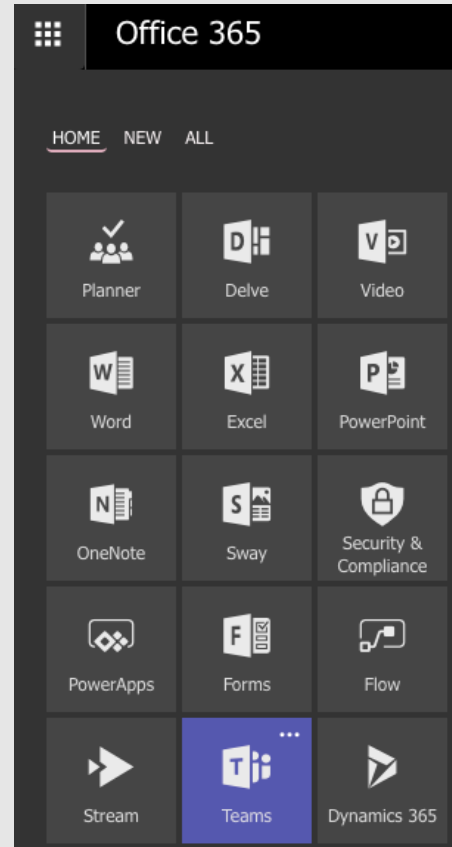
How to create your first team



How can you create your first Team in Microsoft Teams?

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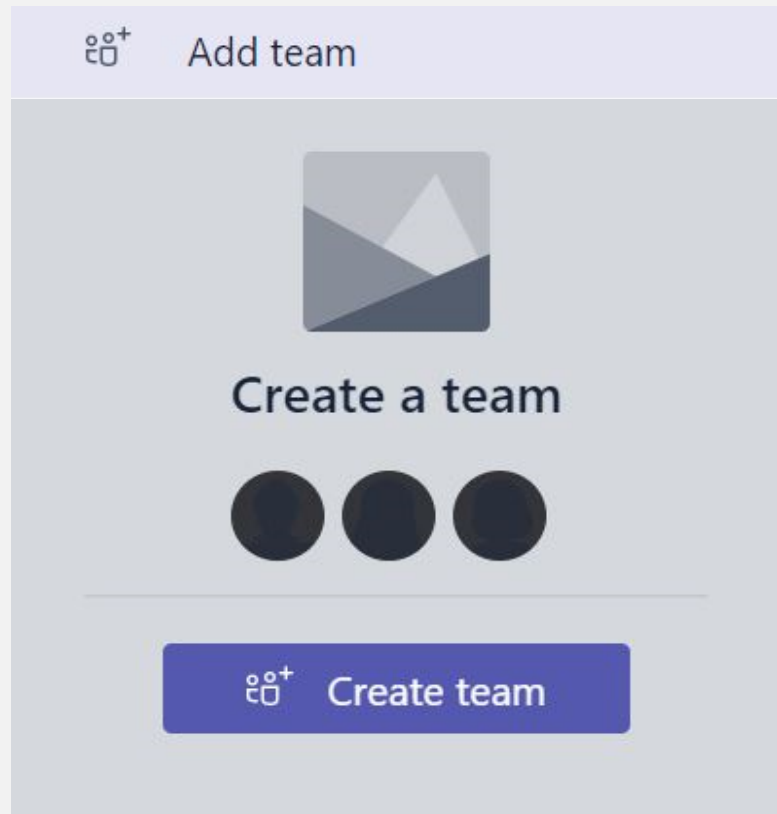
How to create your first team



Select **Teams** in your O365 Toolset.

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How to create your first team



Add a [new team](#).

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How to create your first team

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

Description

Choose a **title** and a **description** for your team.

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How to create your first team

Add members to "Your Teamsite"

Start typing a name, distribution list, or mail enabled security group to add to your team.

Pssst! You can add people, groups, and distribution lists from your organization.

Privacy

Private - Only team owners can add members

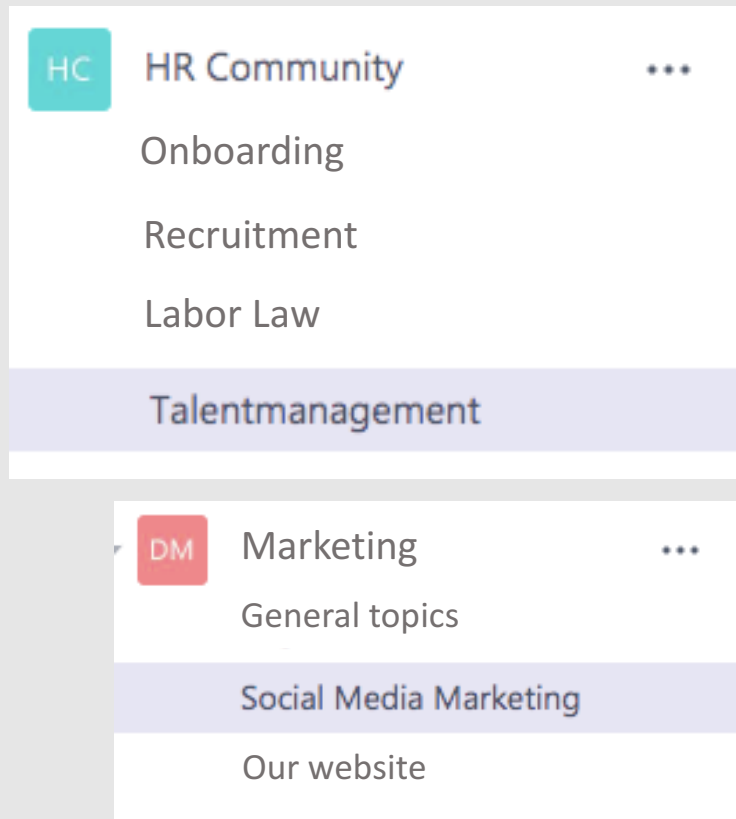
Private - Only team owners can add members

Public - Anyone in your organization can join

Who shall become **part**
of your new team?

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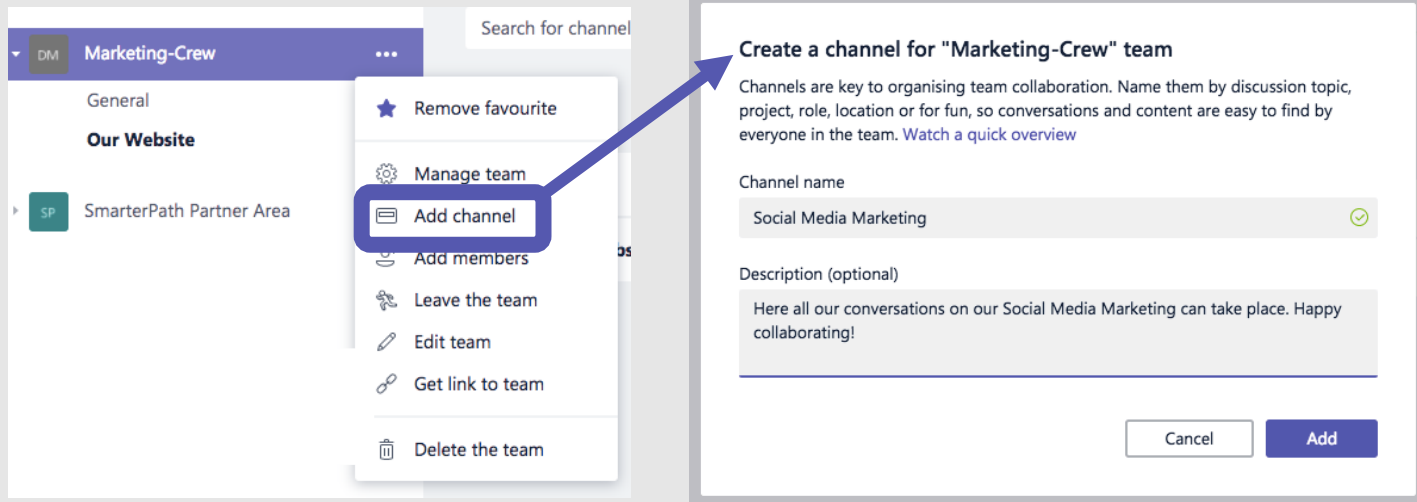


Each team includes several **channels**.

Each channel has one **thematic focus**.

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How to create your first team



The screenshot shows the Microsoft Teams interface. On the left, the 'Marketing-Crew' team is selected, and the 'Add channel' option is highlighted in the team settings menu. A blue arrow points from this menu item to a dialog box titled 'Create a channel for "Marketing-Crew" team'. The dialog box contains the following text:

Create a channel for "Marketing-Crew" team
Channels are key to organising team collaboration. Name them by discussion topic, project, role, location or for fun, so conversations and content are easy to find by everyone in the team. [Watch a quick overview](#)

Channel name
Social Media Marketing ✓

Description (optional)
Here all our conversations on our Social Media Marketing can take place. Happy collaborating!

Cancel Add

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Start your conversation.

Happy collaborating!



KS Kerstin Schachinger 3:30 p.m.
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