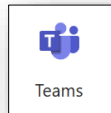


# Create a Team in Microsoft Teams

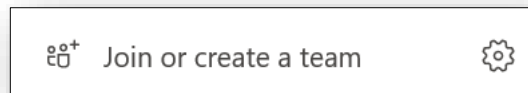
These directions explain how to create a Team using the Microsoft Teams platform.

1. Log in to your **Office 365 account**.

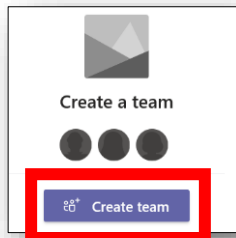
2. Click on the **Teams** icon.



3. At bottom left of screen, click **Join or create a team**.

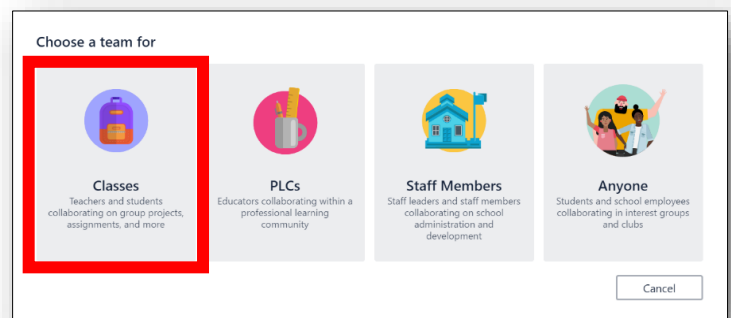


4. Select **Create team**.



5. Choose the **type of Team** you want to create.

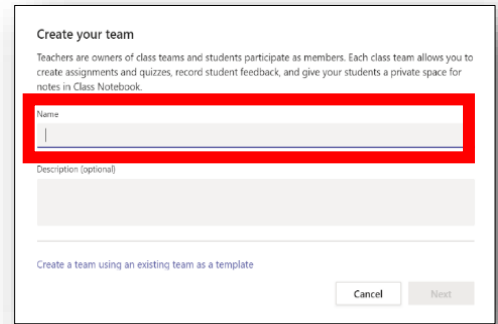
*Note: Classes is the best choice for blended learning with students.*



6. **Name your Team**, add an optional description, and then select **Next**.

*Note: Begin your Team name with your 3-letter school code and include your name.*

*Example: VAU-Bryant- Science 1<sup>st</sup> block*



Create your team

Teachers are owners of class teams and students participate as members. Each class team allows you to create assignments and quizzes, record student feedback, and give your students a private space for notes in Class Notebook.

Name

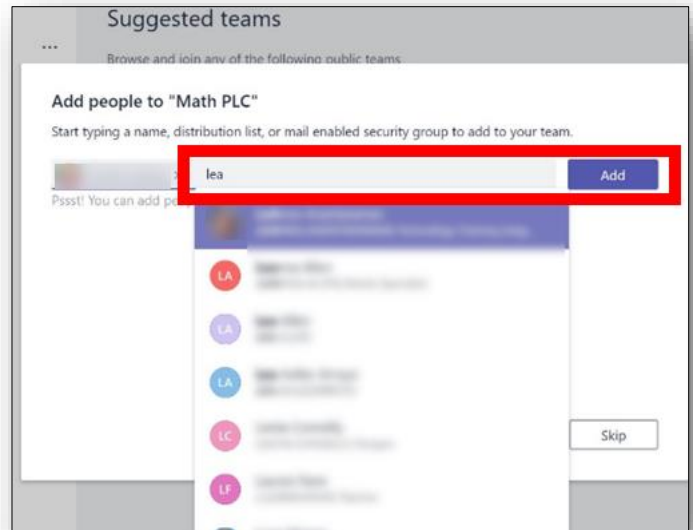
Description (Optional)

Create a team using an existing team as a template

Cancel Next

7. Add members to your Team by typing the **name of the student or employee**.

*Note: If you choose, you can add members later.*



Suggested teams

Browse and join any of the following public teams:

Add people to "Math PLC"

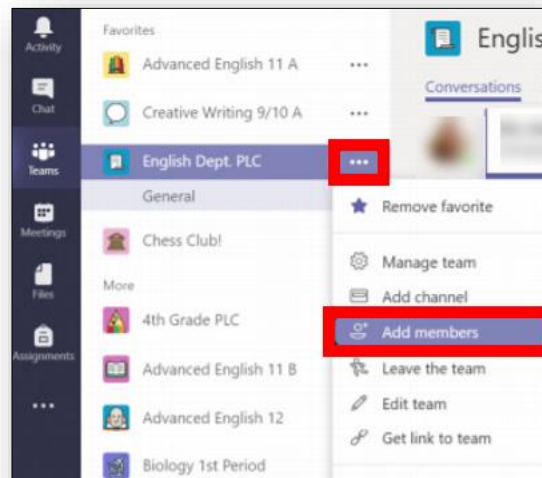
Start typing a name, distribution list, or mail enabled security group to add to your team.

lea Add

Psst! You can add people from your organization.

Skip

8. Add additional members by clicking on the **ellipsis** by the Team name and selecting **Add members**.



Activity

Chat

Teams

Meetings

Files

Assignments

...

Favorites

Advanced English 11 A

Creative Writing 9/10 A

English Dept. PLC

Chess Club!

4th Grade PLC

Advanced English 11 B

Advanced English 12

Biology 1st Period

Remove favorite

Manage team

Add channel

Add members

Leave the team

Edit team

Get link to team