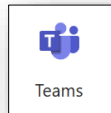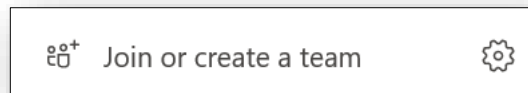# Create a Team in Microsoft Teams

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

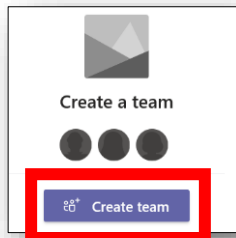1. Log in to your **Office 365 account**.

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

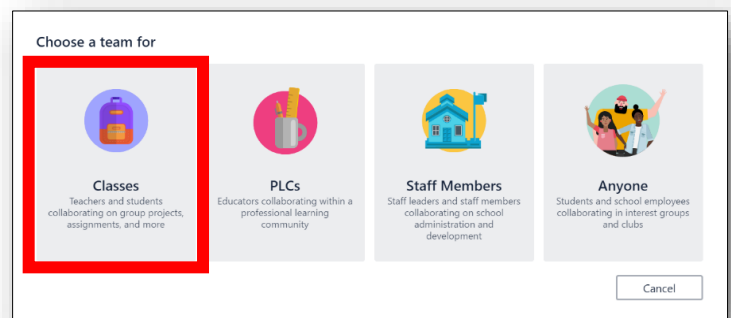3. At bottom left of screen, click **Join or create a team**.

4. Select **Create team**.

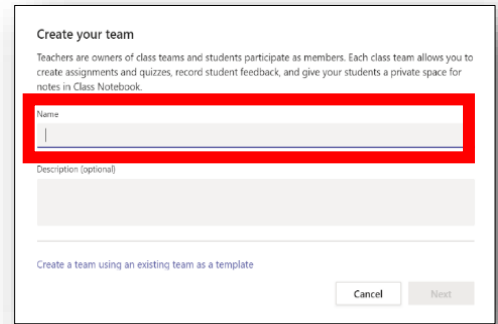5. Choose the **type of Team** you want to create.

   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 1ˢᵗ block
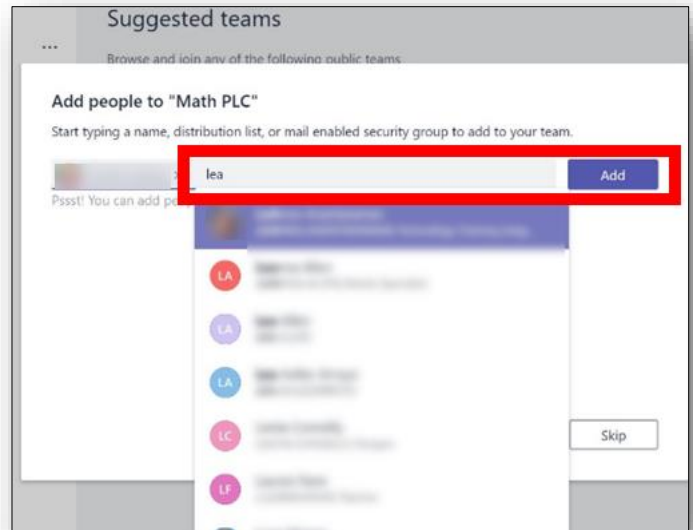
7. Add members to your Team by typing the **name of the student or employee**.

   Note: If you choose, you can add members later.
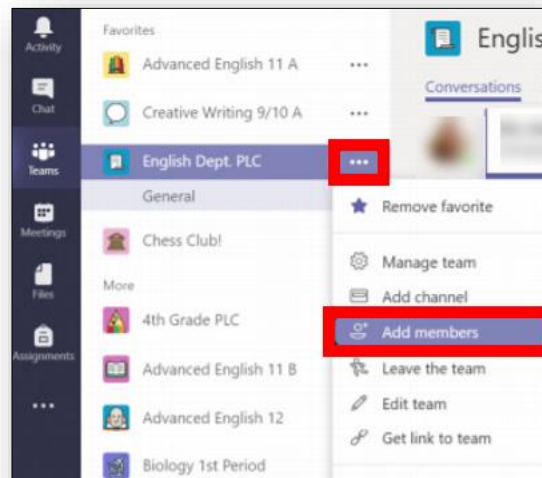
8. Add additional members by clicking on the **ellipsis** by the Team name and selecting **Add members**.

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