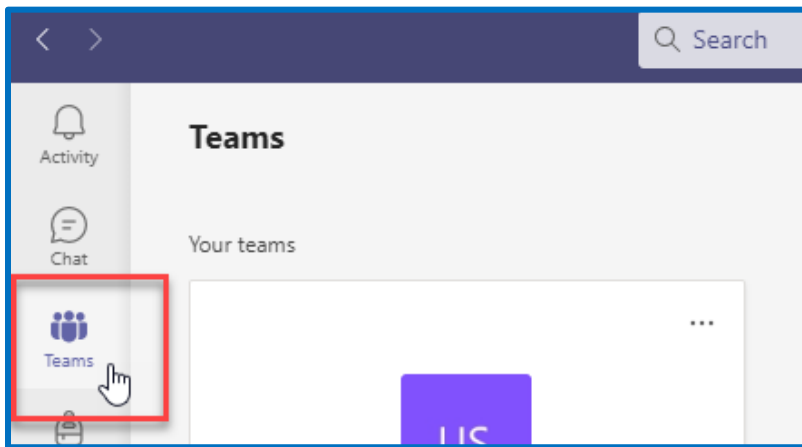

MS Teams – Teams Setup

Creation Date: June 18, 2021

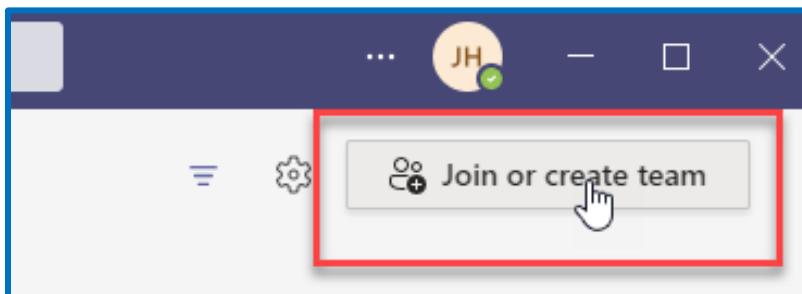
Last Revised: March 3, 2021

How to Create a Team in Microsoft Teams

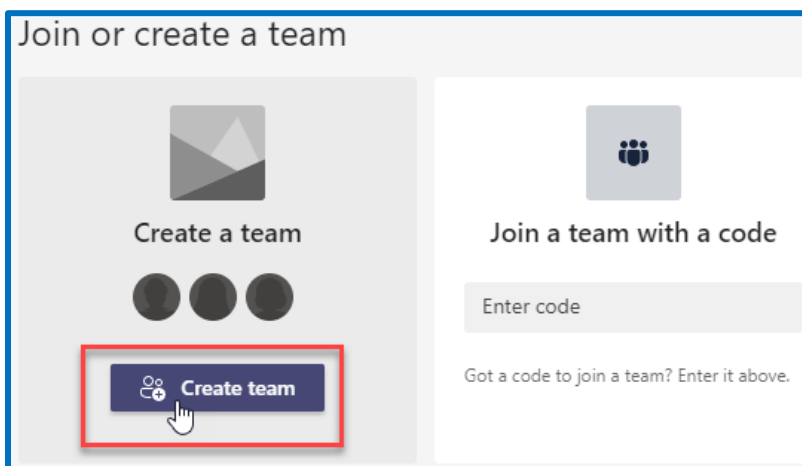
1. Open Microsoft Teams and in the left column select the Teams tab.



2. In the top right corner click the “Join or create team” button.



3. Click the “Create team” button.



4. Select the type of Team you wish to create.

Select a team type

 Class Discussions, group projects, assignments	 Professional Learning Community (PLC) Educator working group	 Staff School administration and development	 Other Clubs, study groups, after school activities
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Cancel

5. Type in the name you wish to call your Team.

Create your team

Staff leaders are owners of staff teams and add others as members. Each staff team allows you to communicate, share important documents, and set up a Staff Notebook to track common administrative goals.

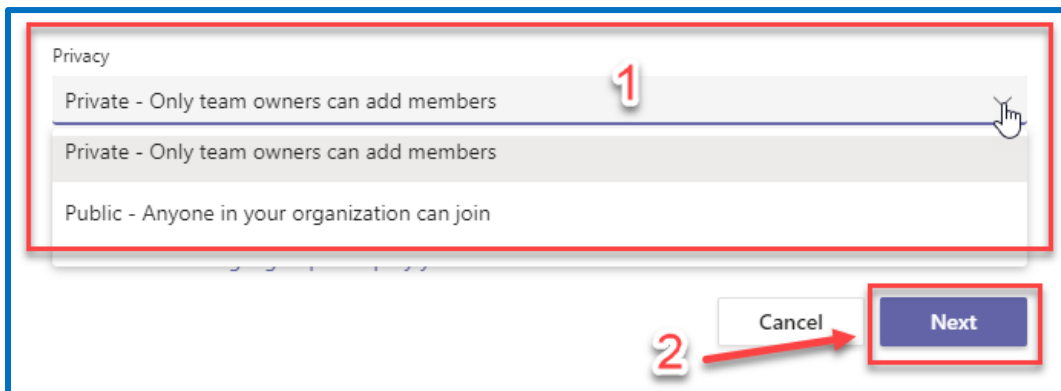
Name
Niagara College

Description (optional)
Let people know what this team is all about

6. Select the Privacy setting. **Make sure to select “Private” unless public is absolutely necessary.**

“Private – Only team owners can add members” This option enables granular access control for the Teams site, restricting both the ability to see and access the site to only those with access. Depending on the type of site, the owner will be able to add different types of users to the teams site including additional owners to assist with administration, as well as site users either individually, or by group.

“Public – Anyone in your organization can join” NOT recommended except for very specific applications. This option publishes the Teams site publicly and allows anyone with a Niagara College account to access the site, including employees, and all student accounts.

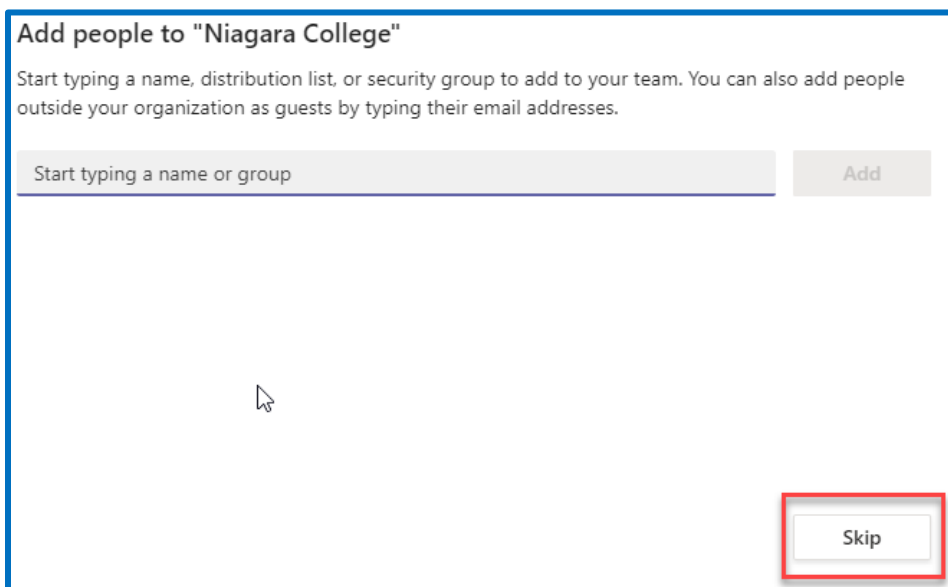


Privacy

- Private - Only team owners can add members **1**
- Private - Only team owners can add members
- Public - Anyone in your organization can join

2 Cancel Next

7. You will now be prompted to add users to your Team. If you wish to skip this step, click the “Skip” button now. Users can be added later after your Team is created.



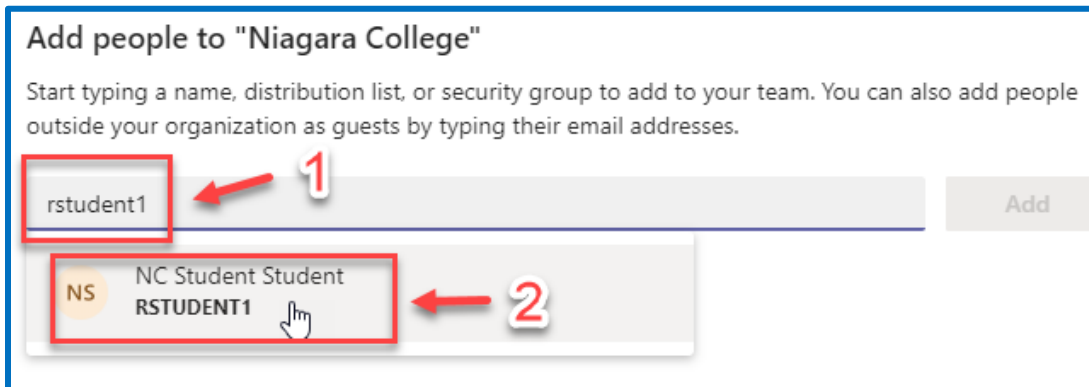
Add people to “Niagara College”

Start typing a name, distribution list, or security group to add to your team. You can also add people outside your organization as guests by typing their email addresses.

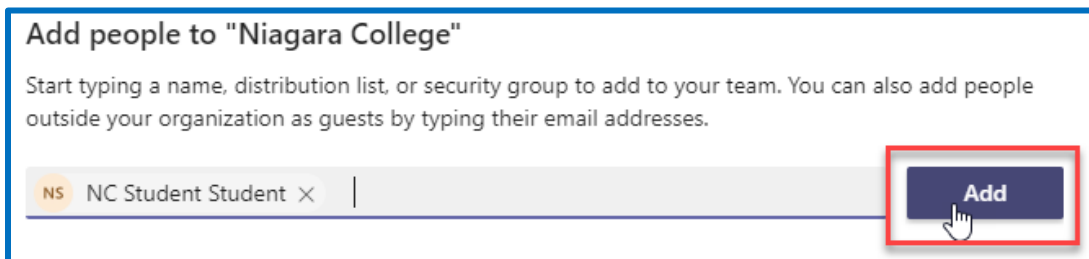
Start typing a name or group Add

Skip

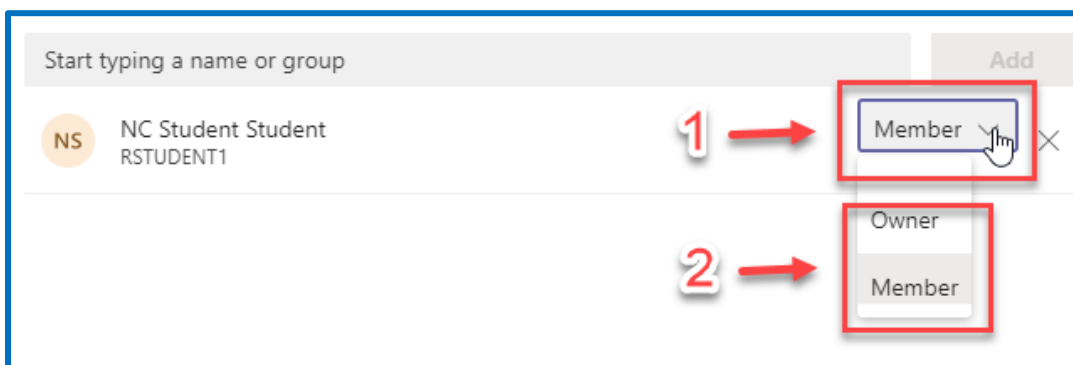
8. If you wish to add members to your Team, either type in their name or username and select them from the dropdown list.



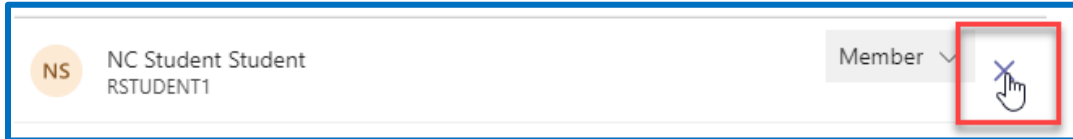
9. Click the "Add" button to add them to your Team.



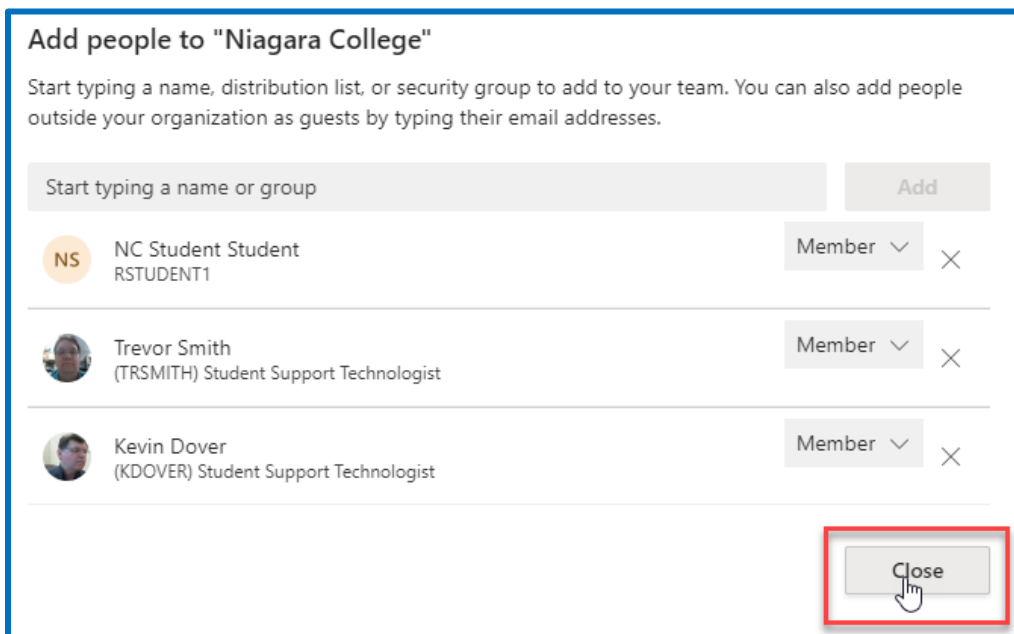
10. Repeat steps 8 and 9 until all users have been added to your Team.
11. If you wish to change the status of a user, Click the dropdown for "Members". You will be able to select "Owner" or "Member". An "Owner" will have the ability to edit your Team.



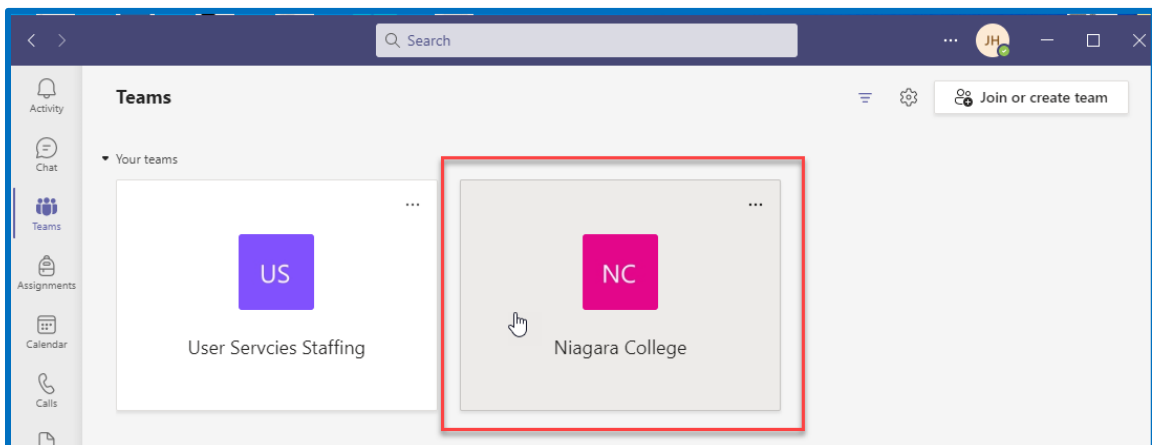
12. If you have added a user by mistake, click the “X” to the right of the user to remove them from the list.



13. To complete the creation of your Team, click the “Close” button at the bottom right corner.

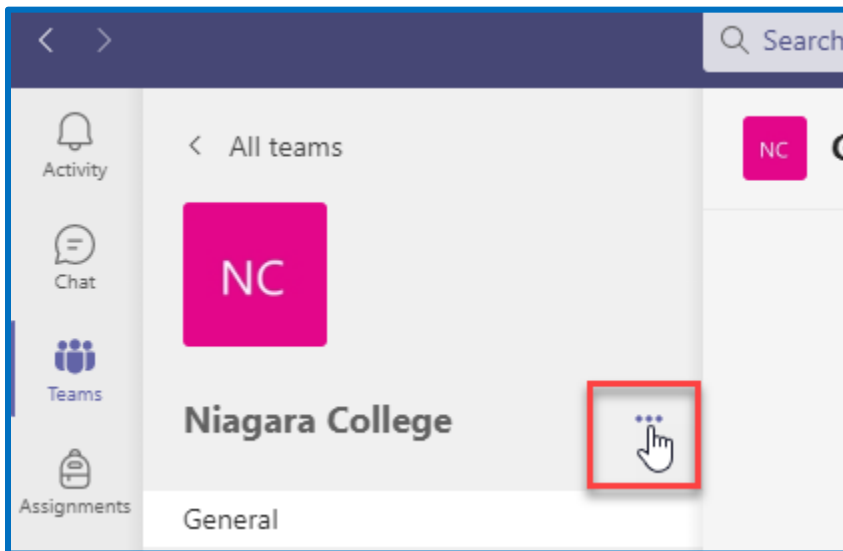


14. Your Team will appear under the “Teams” tab in the Right-Side pane. Click on your Team to begin.

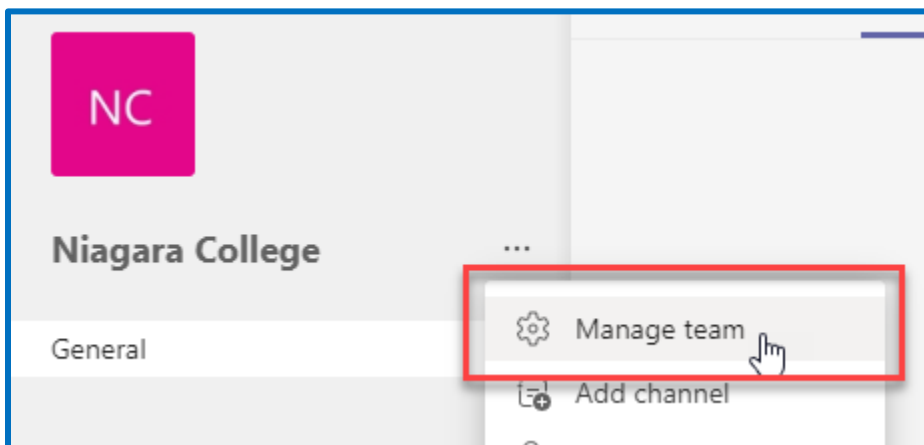


How to manage the users in your Team

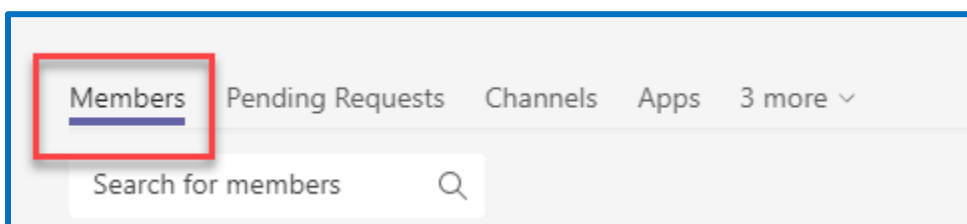
1. Once you have opened your Team, click on the 3 dots to the right of your Teams name.



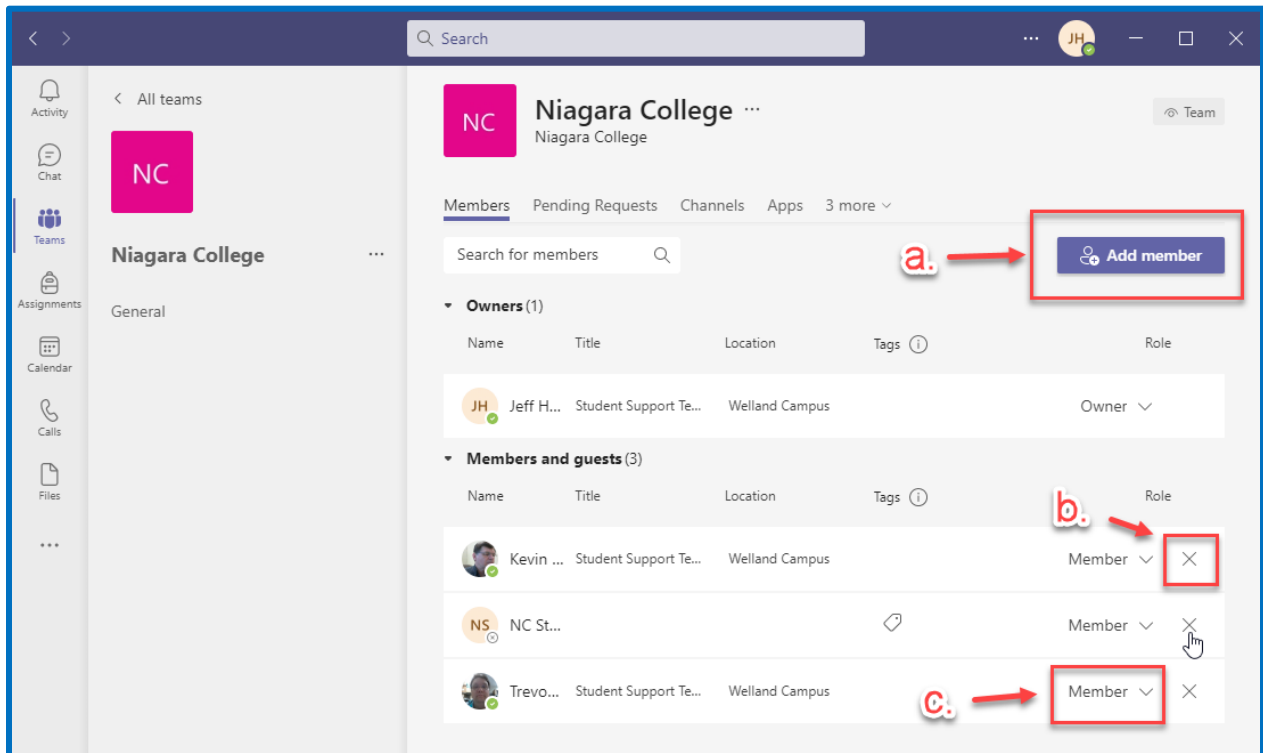
2. This will give you a dropdown menu. Select “Manage team”.



3. Select the “Members” tab, near the top of the right-side pane.

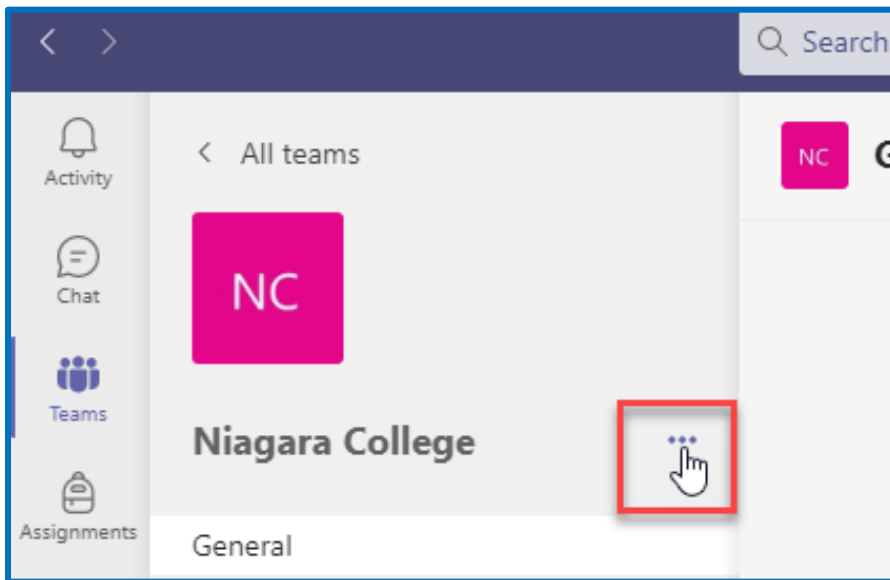


4. This area will give you the ability to do the following:
- a. Add a user to your Team.
 - b. Remove a user from your Team.
 - c. Change the Status of a user in your Team.

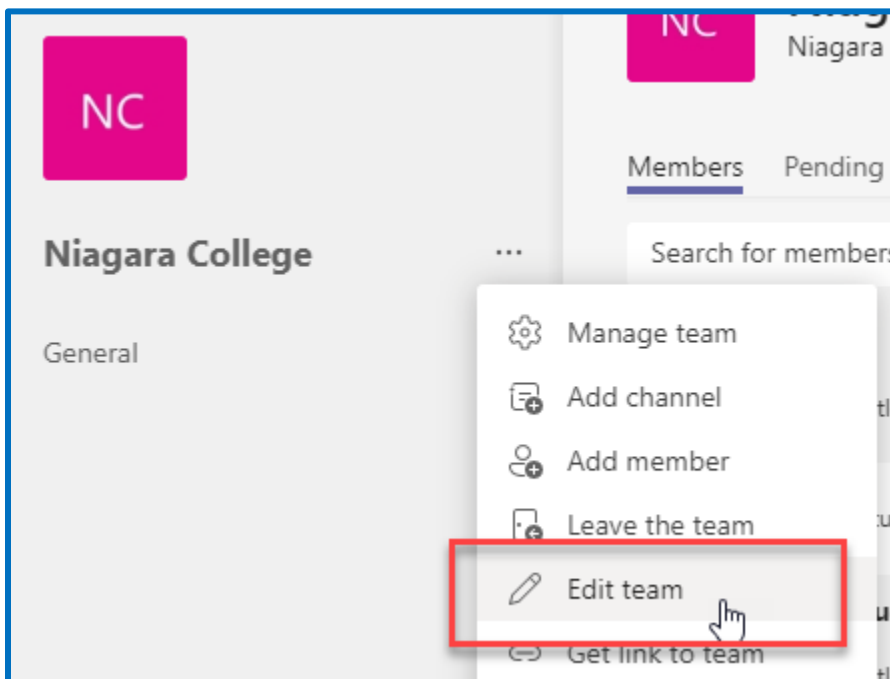


How to edit the settings in your Team

1. Once you have opened your Team, click on the 3 dots to the right of your Teams name.



2. This will give you a dropdown menu. Select "Edit team".

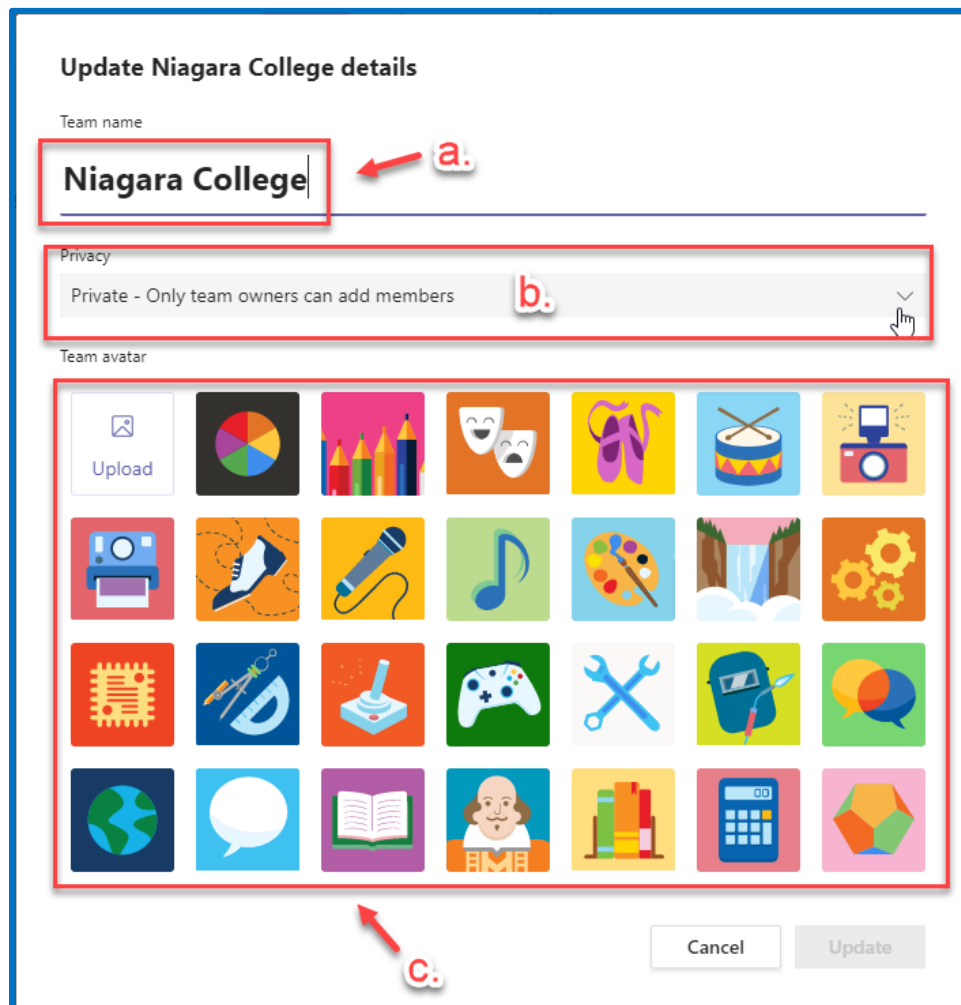


3. This area will give you the ability to do the following:
 - a. Change the Name of your Team.
 - b. Change the Privacy Setting of your Team. **Make sure to select “Private” unless public is absolutely necessary.**

“Private – Only team owners can add members” This option enables granular access control for the Teams site, restricting both the ability to see and access the site to only those with access. Depending on the type of site, the owner will be able to add different types of users to the teams site including additional owners to assist with administration, as well as site users either individually, or by group.

“Public – Anyone in your organization can join” NOT recommended except for very specific applications. This option publishes the Teams site publicly and allows anyone with a Niagara College account to access the site, including employees, and all student accounts.

- c. Change the Avatar of your Team.



Update Niagara College details

Team name
Niagara College **a.**

Privacy
Private - Only team owners can add members **b.**

Team avatar

Upload

Cancel Update

c.