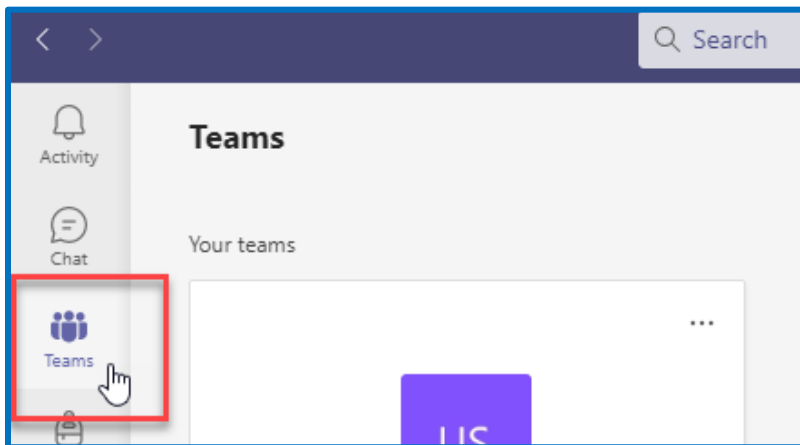

MS Teams – Teams Setup

Creation Date: June 18, 2021

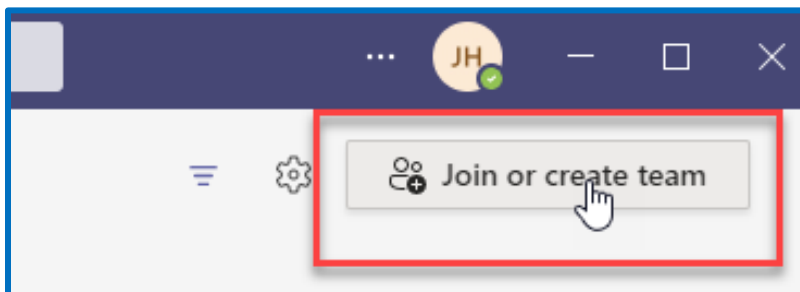
Last Revised: June 18, 2021

How to Create a Team in Microsoft Teams

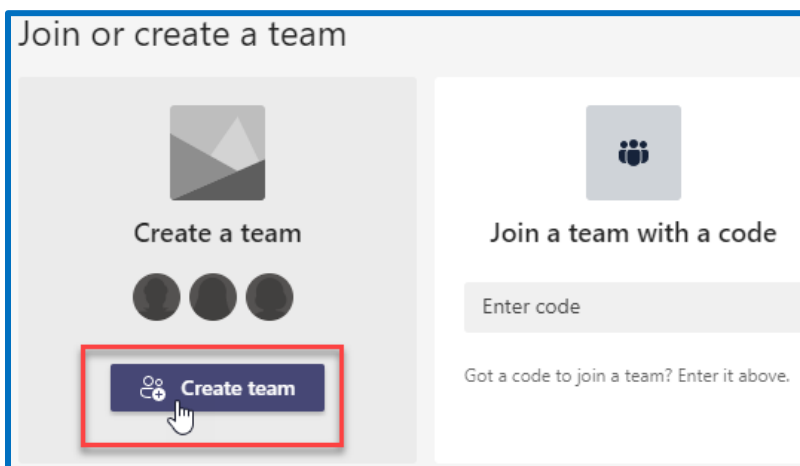
1. Open Microsoft Teams and in the left column select the Teams tab.



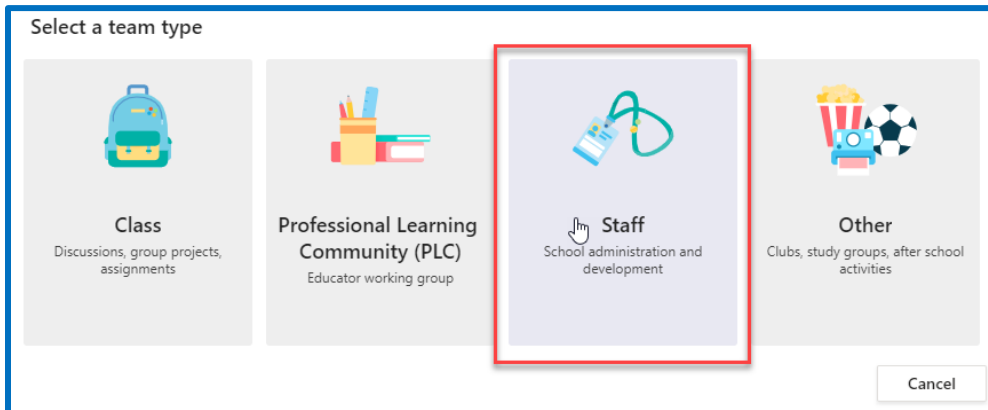
2. In the top right corner click the “Join or create team” button.



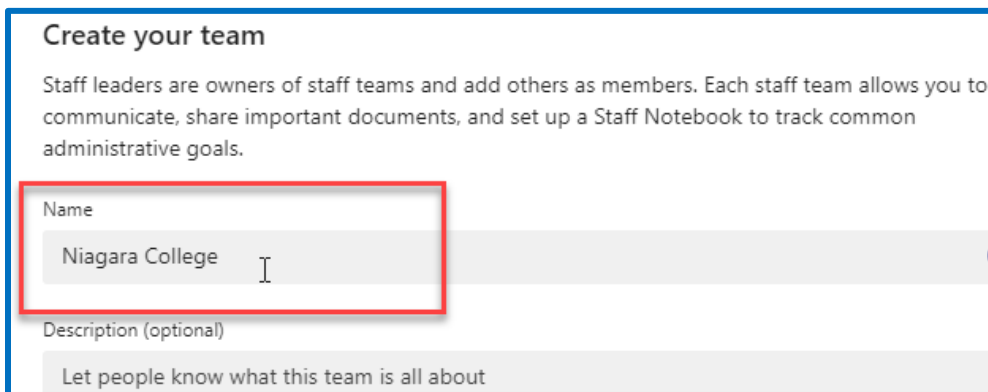
3. Click the “Create team” button.



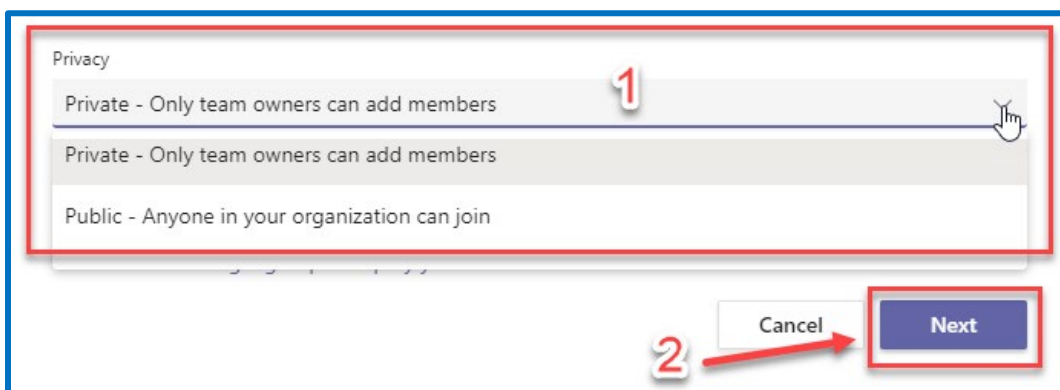
4. Select the type of Team you wish to create.



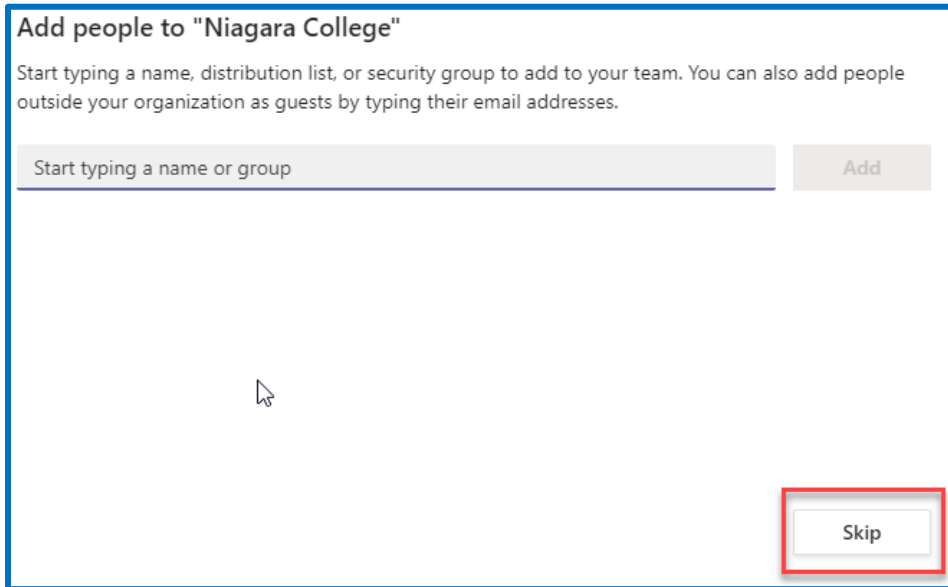
5. Type in the name you wish to call your Team.



6. Select the Privacy setting. **Make sure to select “Private” here.** This prevents others from joining your Team. Click the “Next” button to continue.



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.



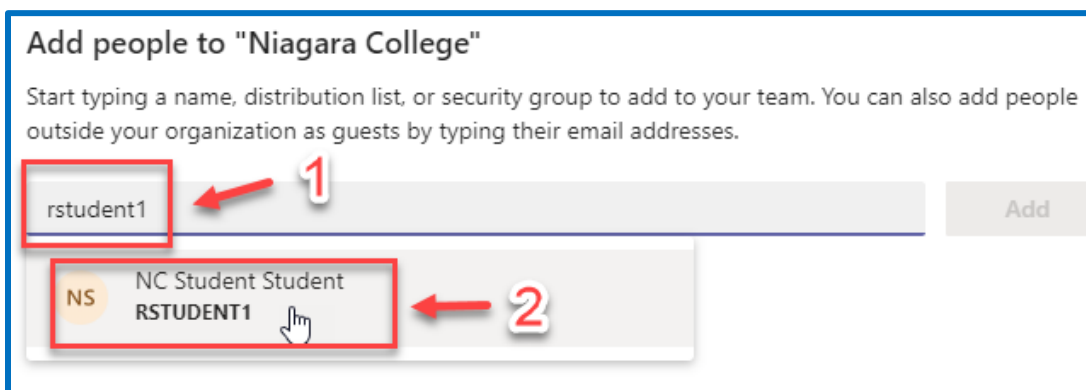
Add people to "Niagara College"

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.



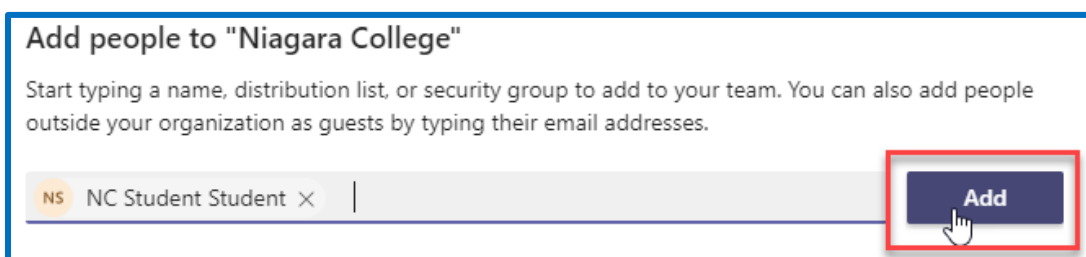
Add people to "Niagara College"

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.

rstudent1 Add

NS NC Student Student RSTUDENT1

9. Click the “Add” button to add them to your Team.

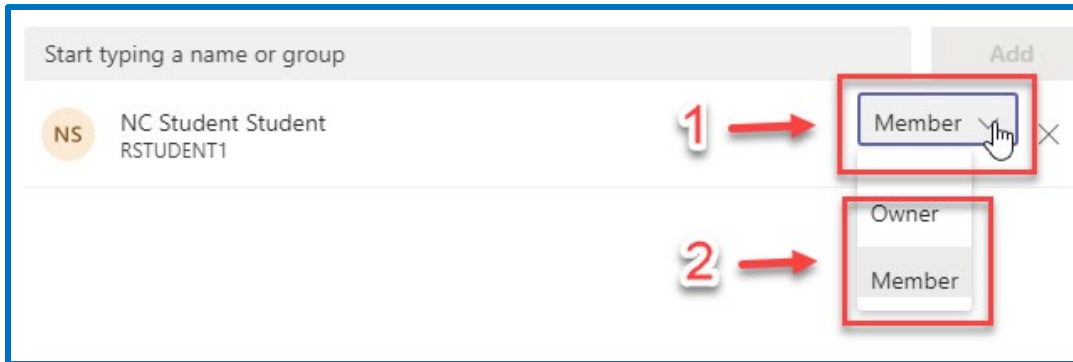


Add people to "Niagara College"

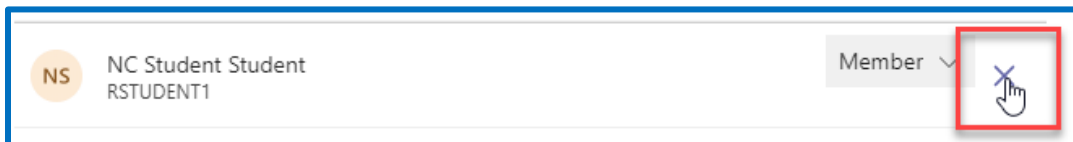
Start typing a name, distribution list, or security group to add to your team. You can also add people outside your organization as guests by typing their email addresses.

NS NC Student Student X Add

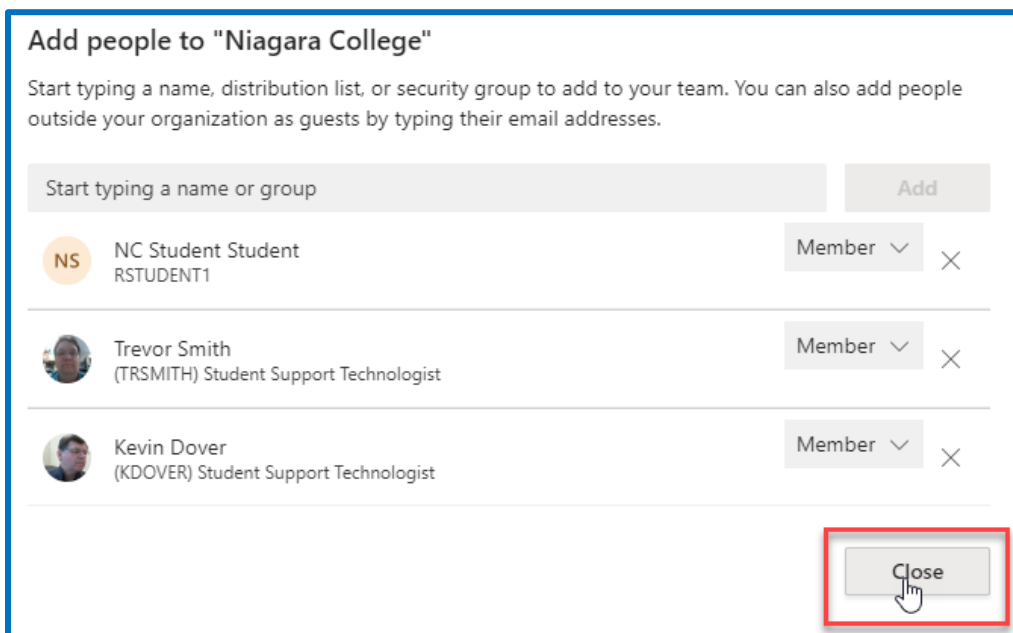
- Repeat steps 8 and 9 until all users have been added to your Team.
- If you wish to change the status of a user, Click the dropdown for “Members”. You will be able to select “Owner” or “Member”. An “Owner” will have the ability to edit your Team.



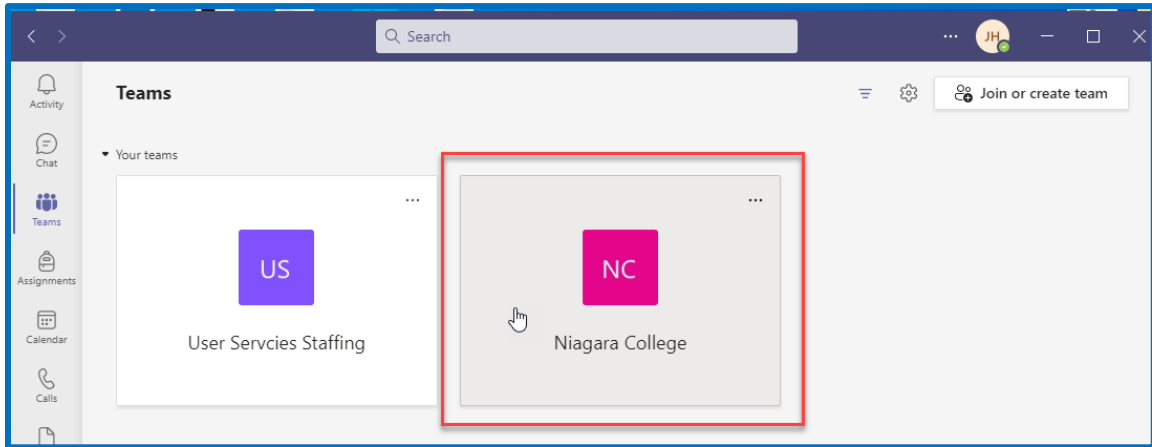
- If you have added a user my mistake, click the “X” to the right of the user to remove them from the list.



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

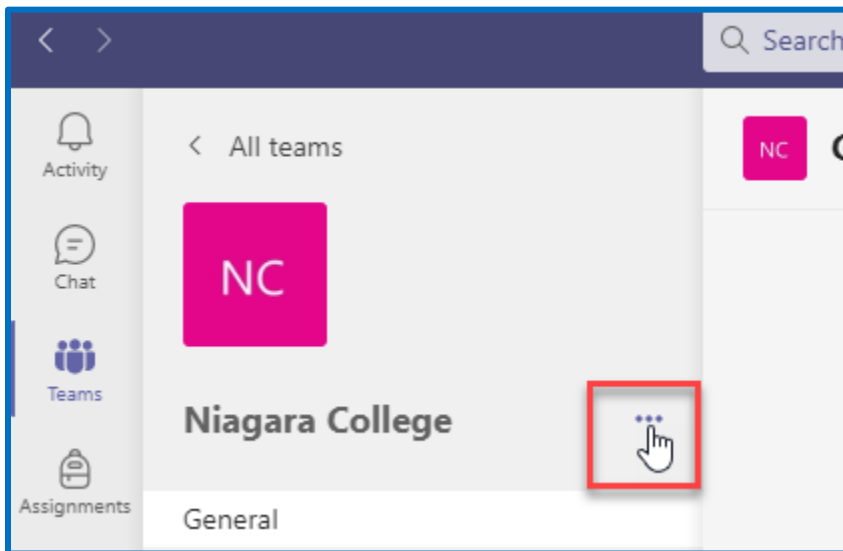


14. Your Team will appear under the “Teams” tab in the Right-Side pane. Click on your Team to begin.

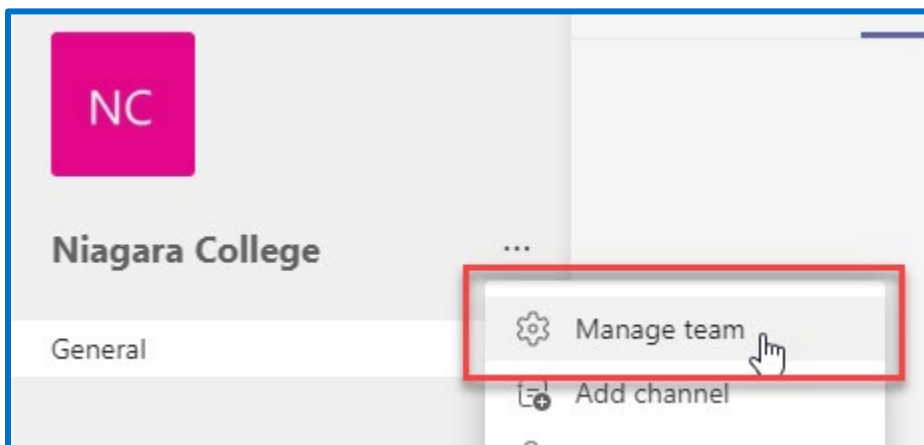


How to manage the users in your Team

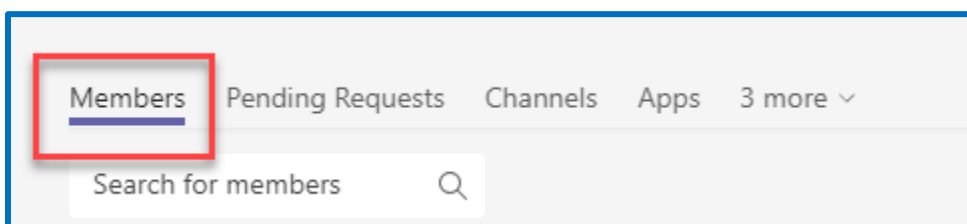
1. Once you have opened your Team, click on the 3 dots to the right of your Teams name.



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



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



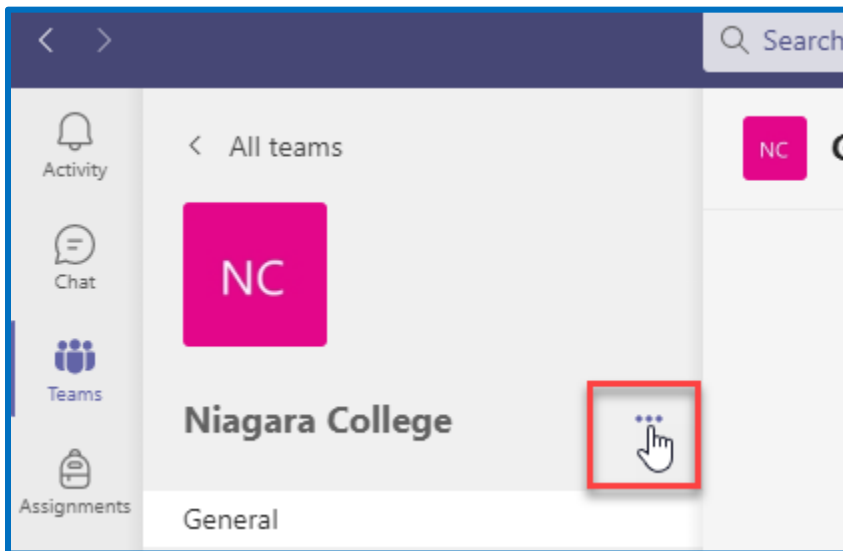
4. This area will give you the ability to do the following:
- a. Add a user to your Team.
 - b. Remove a user from your Team.
 - c. Change the Status of a user in your Team.

The screenshot shows the Microsoft Teams interface for a team named 'Niagara College'. The left sidebar contains navigation icons for Activity, Chat, Teams, Assignments, Calendar, Calls, and Files. The main area displays the team's 'Members' tab. At the top right of the members list is a red-bordered box containing an 'Add member' button, with a red arrow labeled 'a.' pointing to it. Below this is a table of team members. The first row is under 'Owners (1)' and lists Jeff H... as the Owner. The second and third rows are under 'Members and guests (3)'. The second row lists Kevin ... as a Member, with a red-bordered box around the 'X' icon in the role column and a red arrow labeled 'b.' pointing to it. The third row lists NC St... as a Member, with a red-bordered box around the 'X' icon in the role column. The fourth row lists Trevo... as a Member, with a red-bordered box around the role dropdown and a red arrow labeled 'c.' pointing to it.

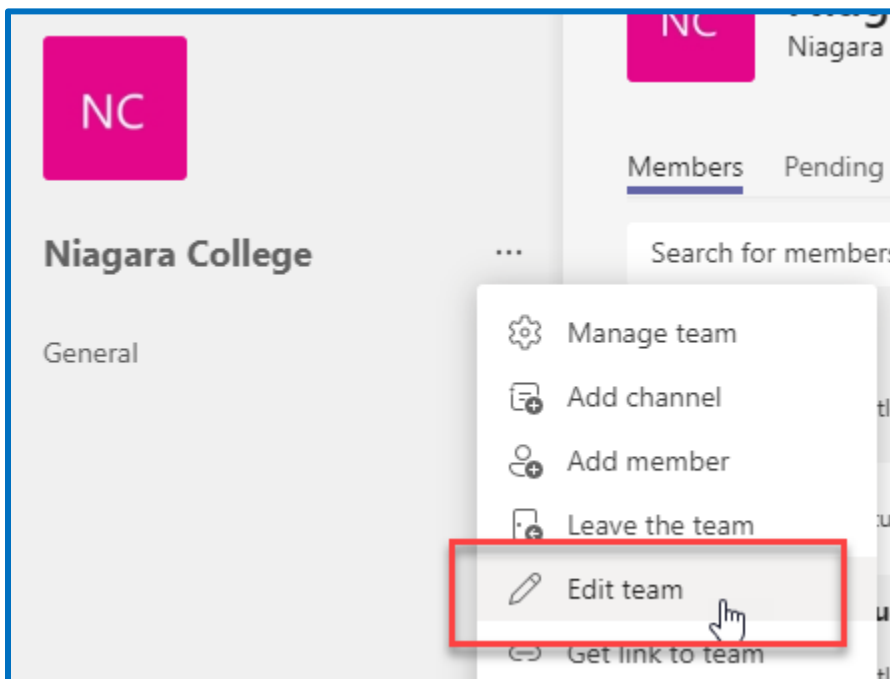
Name	Title	Location	Tags	Role
Owners (1)				
JH	Jeff H...	Student Support Te...	Welland Campus	Owner
Members and guests (3)				
Kevin ...	Student Support Te...	Welland Campus		Member
NS	NC St...			Member
Trevo...	Student Support Te...	Welland Campus		Member

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.
 - c. Change the Avatar of your Team.

Update Niagara College details




















Team name

a.

Privacy

Private - Only team owners can add members b.

Team avatar

Cancel Update

c.