



GET TO KNOW OFFICE 365

How to create your first team

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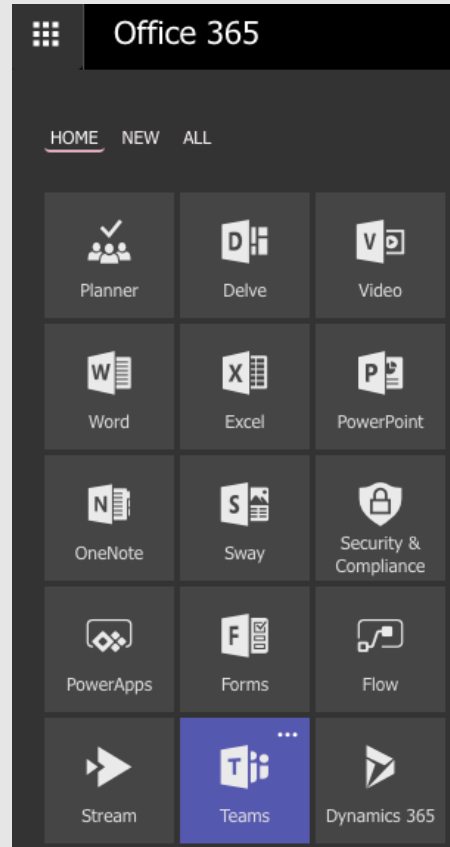
How to create your first team



How can you create your first Team in Microsoft Teams?

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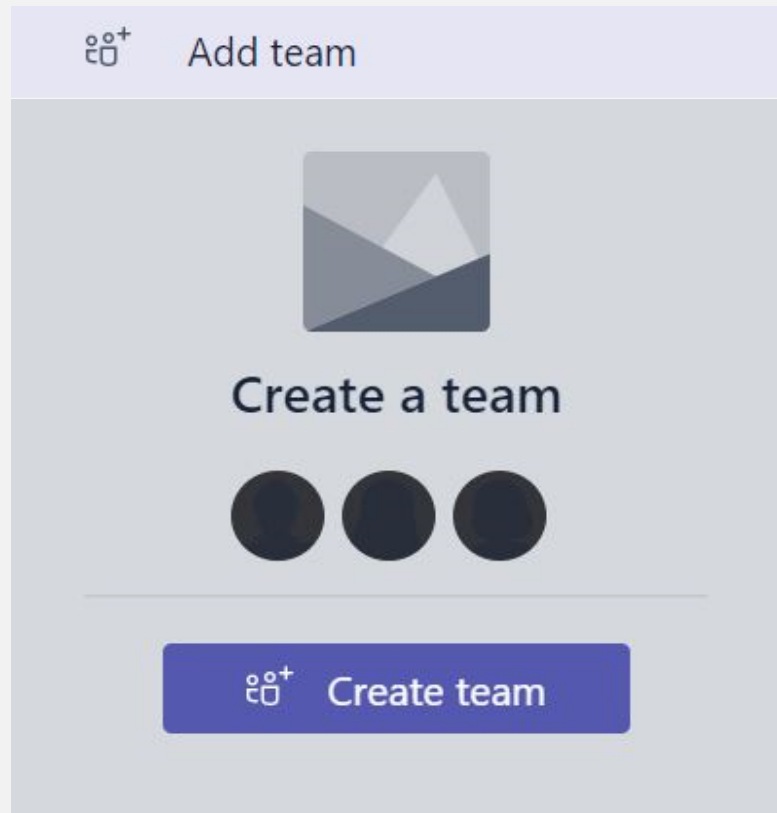
How to create your first team



Select **Teams** in your O365 Toolset.

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Add a [new team](#).

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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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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

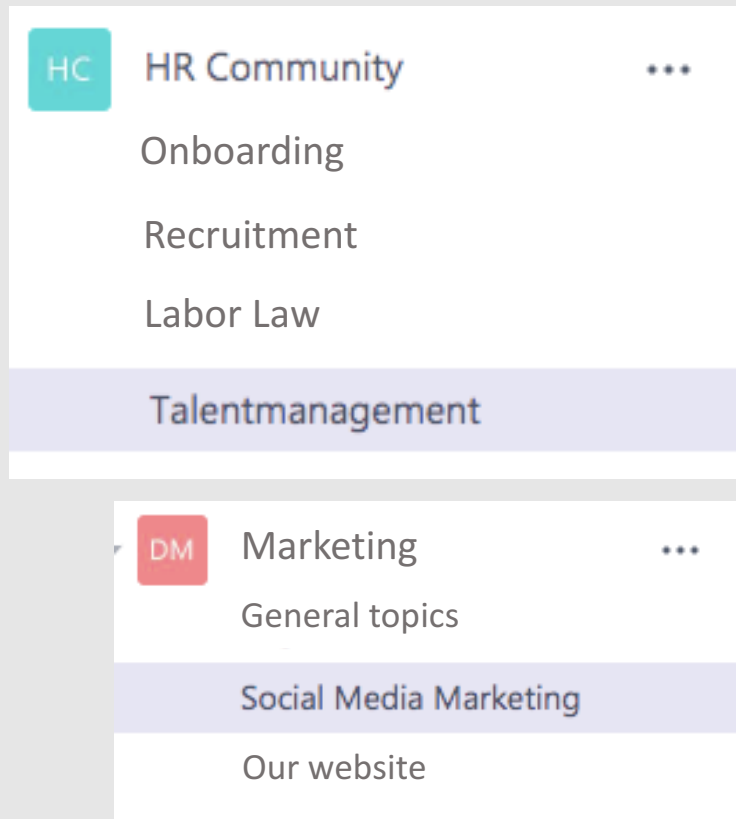
Cancel

Next

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

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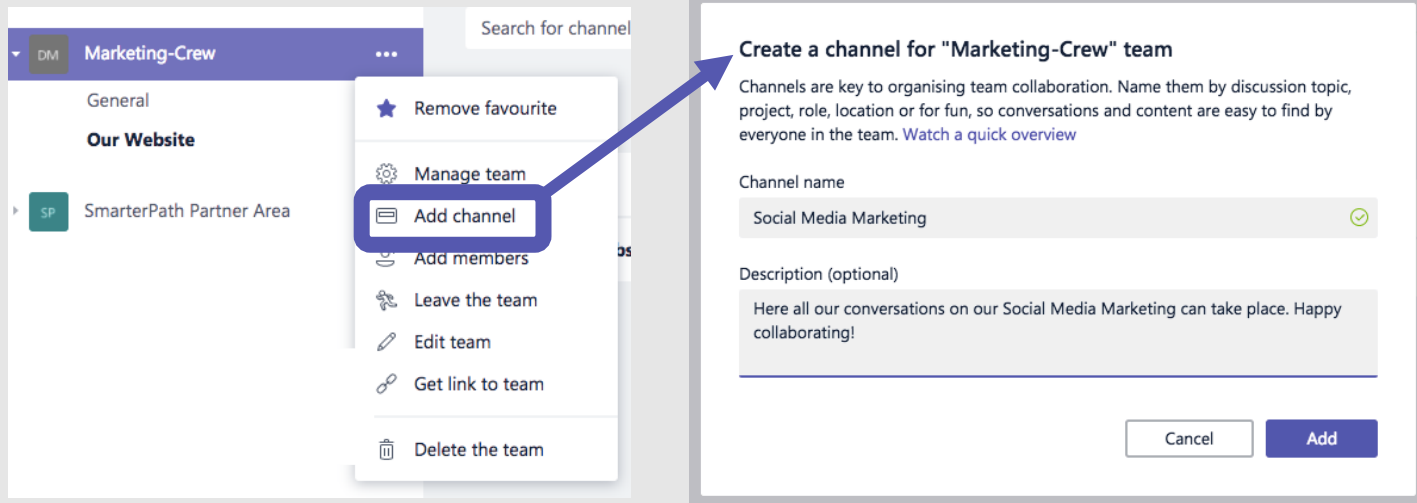


Each team includes several **channels**.

Each channel has one **thematic focus**.

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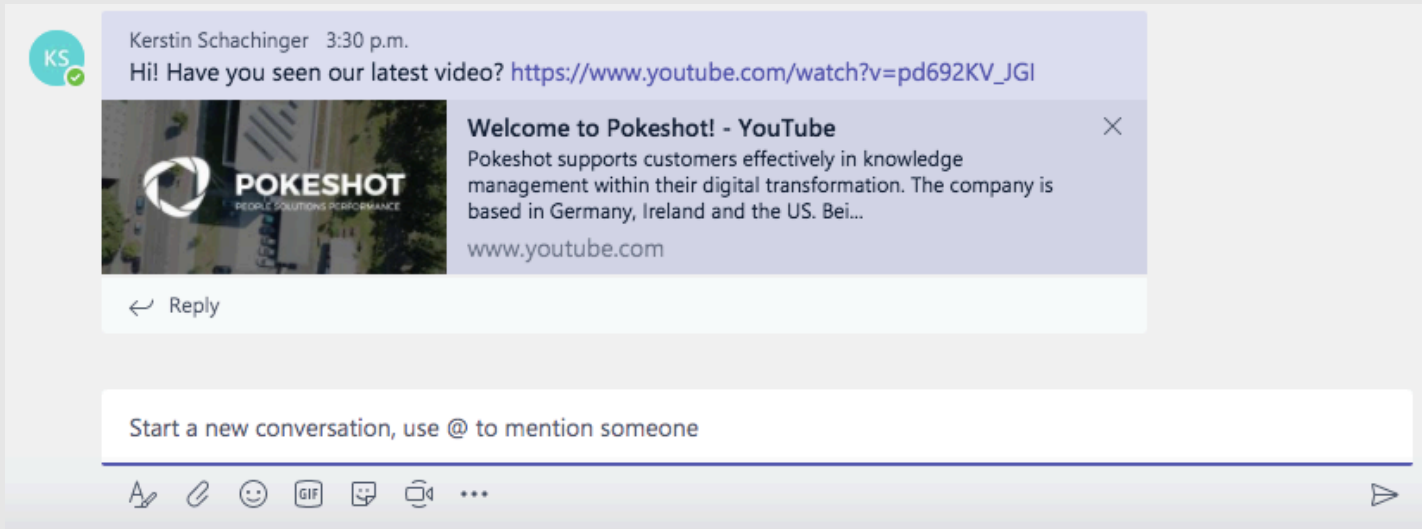


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Start your conversation.

Happy collaborating!

