

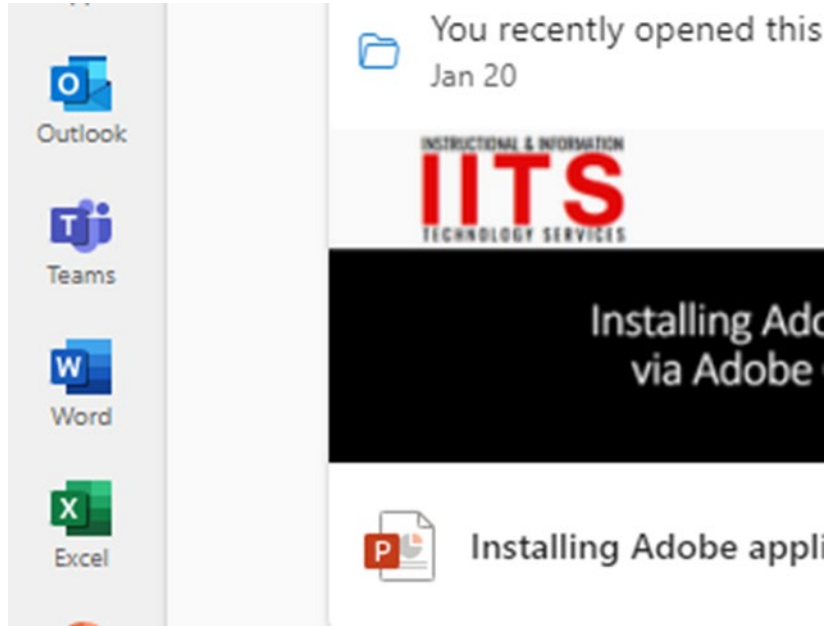
Creating a Team in Microsoft Teams

Here is a guide to creating a Team in Microsoft Teams through the Microsoft 365 application.

1. From Microsoft 365 Dashboard, click Teams icon
2. Click on “Join or create team” button
3. Click on “Create team”
4. Click on applicable Team template
5. Create Team name and settings
6. Add Users to your Team

Microsoft Teams – Creating a Team

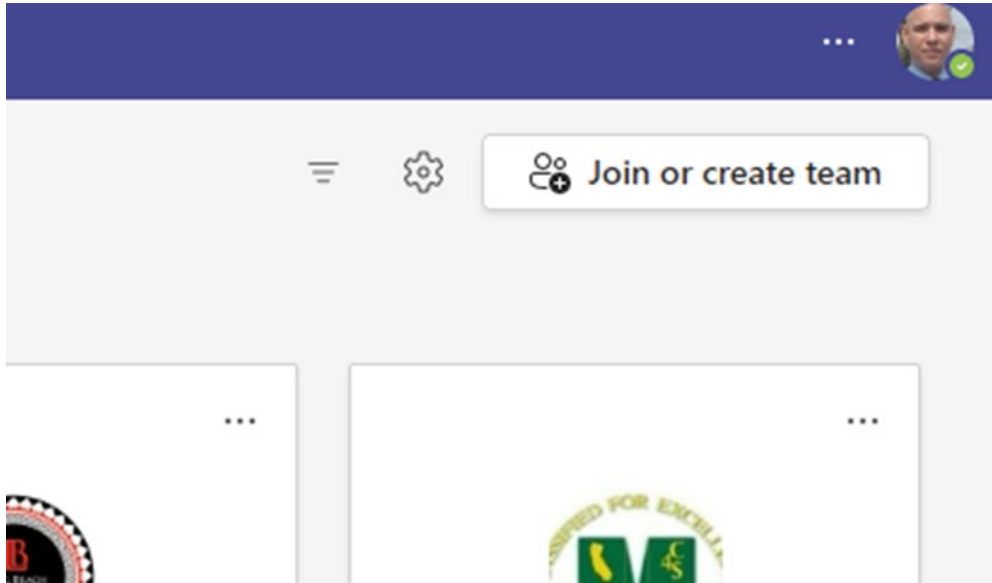
From Microsoft 365 Dashboard, click Teams icon



At the Microsoft 365 dashboard,
click on Teams icon on the far left.

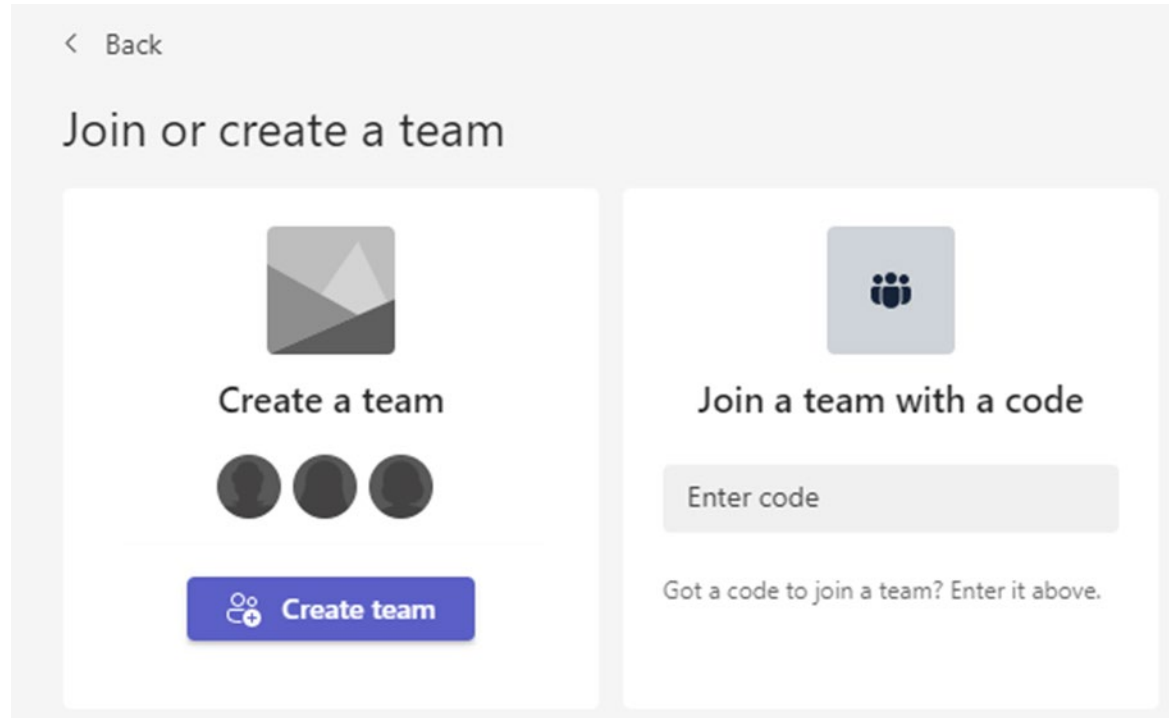
Microsoft Teams – Creating a Team

Click on “Join or create team” button



Click on **‘Join or create team’** button in the top right-hand corner.

Click on “Create team”

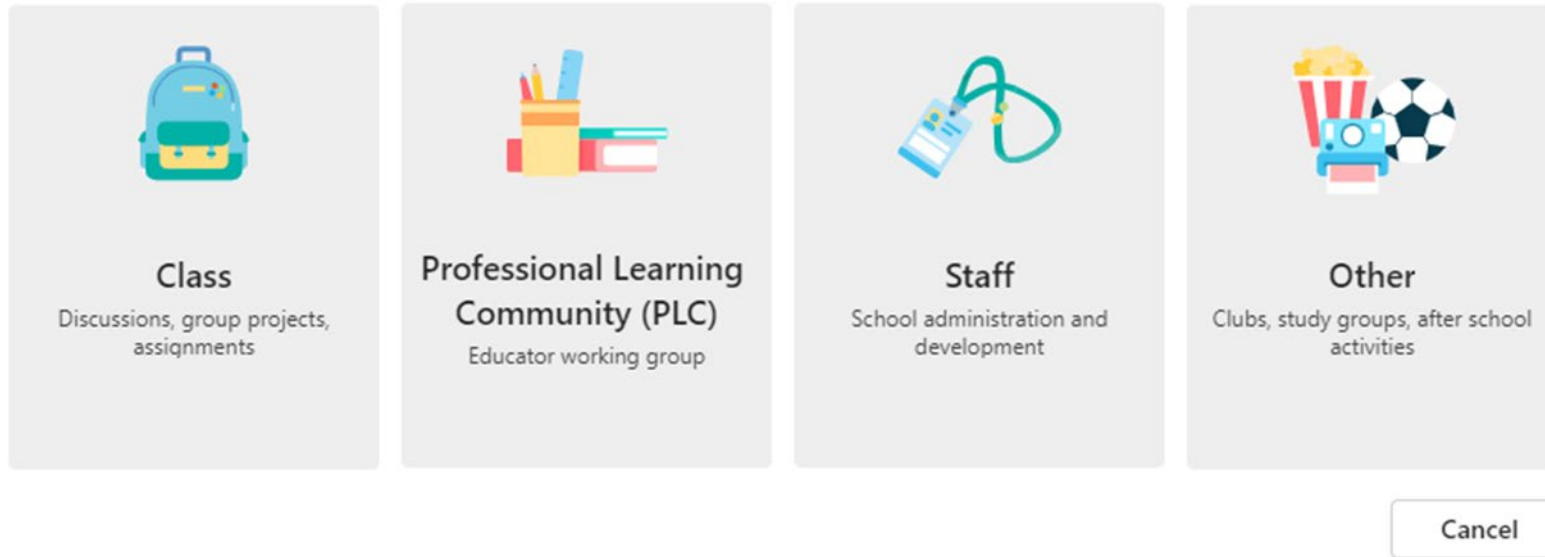


Click on the **“Create team”** button to create a new team or enter code to join a pre-existing team.

Microsoft Teams – Creating a Team

Click on applicable Team template

Select a team type



The screenshot displays four team templates in a row, each with an icon and a brief description. Below the templates is a 'Cancel' button.

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

Cancel

Click on applicable Team template button. Each one should provide a brief description of its function.

Create Team name and settings

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
LBCC

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

Privacy
Private - Only team owners can add members

[Create a team using an existing team as a template](#)

Cancel Next

Give you Team and provide a description (optional).

You can also select the privacy setting of the Team to Private or Public

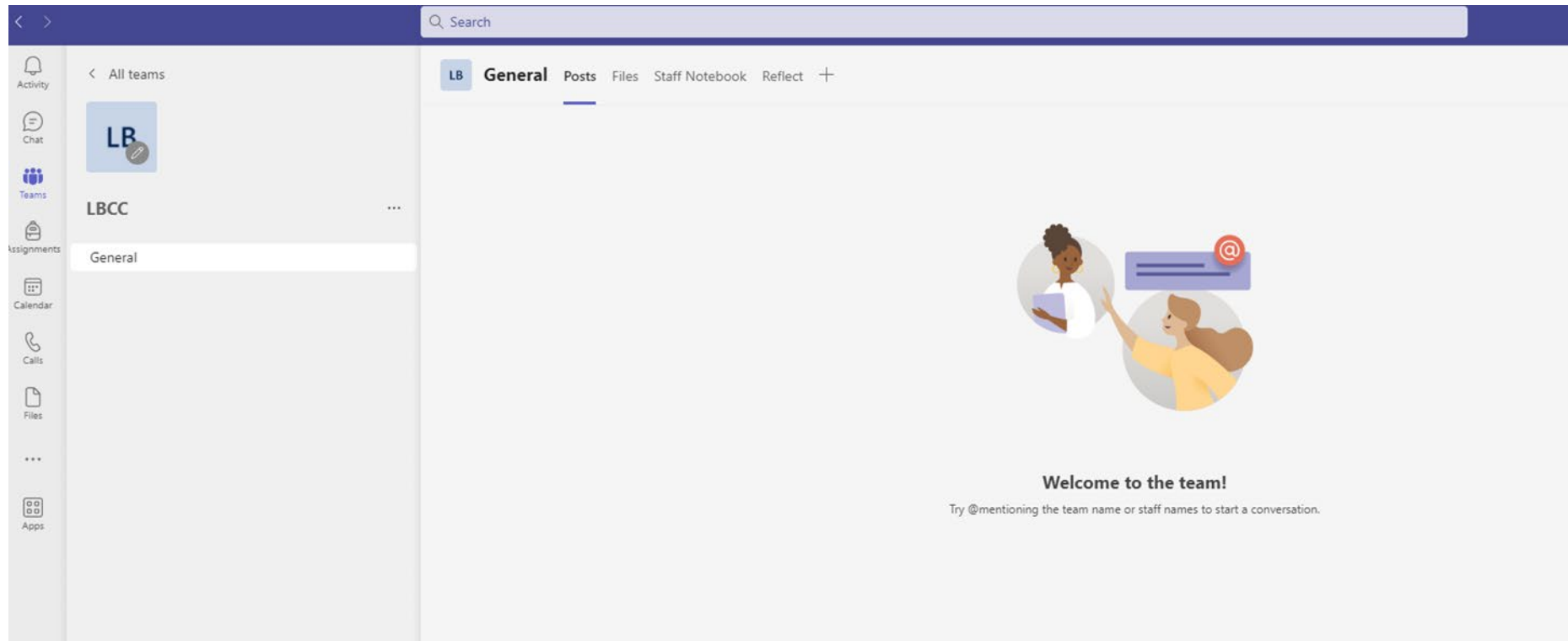
Add Users to your Team

Add people to "LBCC"

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.

You should now be able to add LBCC users to your specific Team. Begin typing in their name and it should pre-populate search results that you have the option to select. You also can skip this step altogether.

Your Team Page



Your Team will complete setup and you should now be able to start using it.

Contact Page

If you would like help with the process, or have any other LBCC Technology questions, feel free to contact the ITS Faculty & Staff Help Desk!

- **Phone:** (562) 938-4357
- **Email:** helpdesk@lbcc.edu