

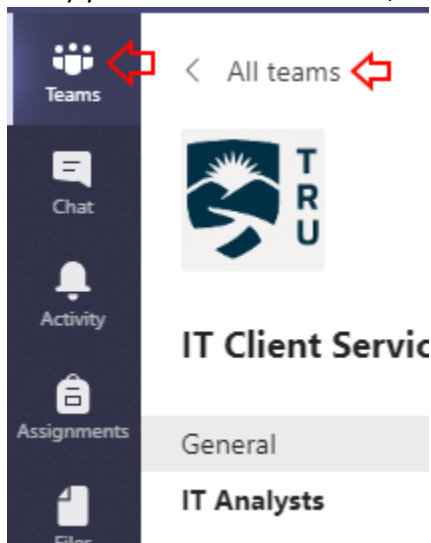
## Using Teams (Team Owner)

### Teams Good Practices

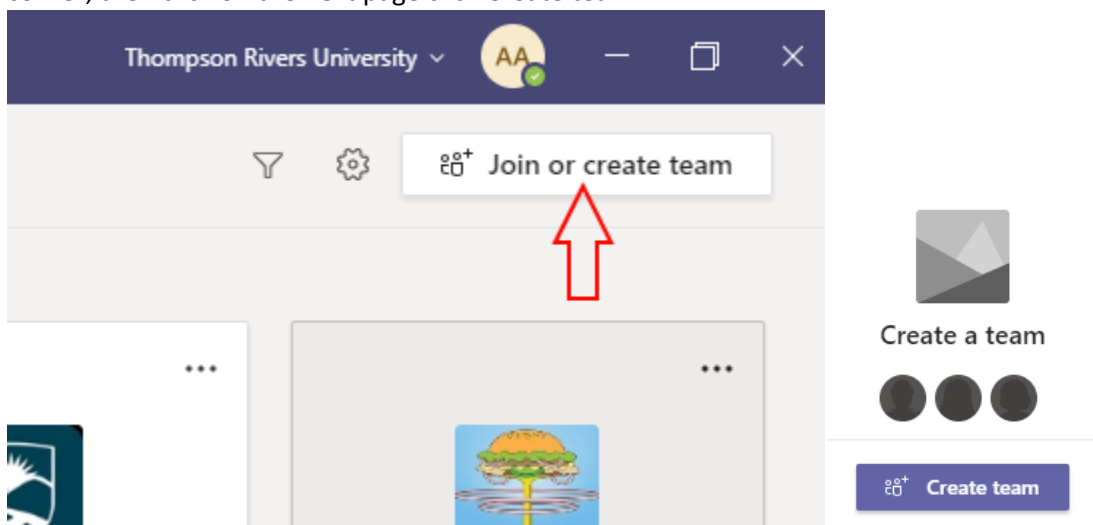
- Assign a good team owner (or owners)
- Have a purpose to each Team
- More channels, fewer Teams
- Add structure and control where necessary
- Avoid creating too many teams (with similar purpose and same members)

### Creating a Team

1. Open Teams
2. Verify you are on the Teams tab, and that you are not viewing an existing team:



3. Now you are on the all teams view, here you can click Join or create team in the top right corner, then click on the next page click Create team.



4. You will be presented with 4 options: Class, Professional Learning Community, Staff, and Other. it is currently recommended to use Other. The first 3 categories have preloaded apps that you cannot remove after team creation, or feature's that are not ready for use at this time.

| Class  | PLC                  | Staff                  | Other   |
|--|----------------------|------------------------|---|
| OneNote Class Notebook<br>Assignments<br>Gradebook<br>Class Insights<br>Manage student channel posts<br>Students cannot leave<br>Private from GAL by default | OneNote PLC Notebook | OneNote Staff Notebook | N/A<br><br>Best for most non-teaching scenarios |

- You will be prompted to enter a Team name, Description of the team and Privacy type. It is recommended to create private teams only. There is also the option for Creating a team using a template, this will give you the option to copy the Channels, Custom Tabs, Team settings, Apps, and Members from an existing team. Messages, files, and content will not be copied.
- You will be prompted to add (one or multiple) members. You can begin typing a name and then select them from the dropdown list, then click add. Select the dropdown next to their name to define them as Owner (channel and tab creation), or Member.

### Add members to Test Team 0

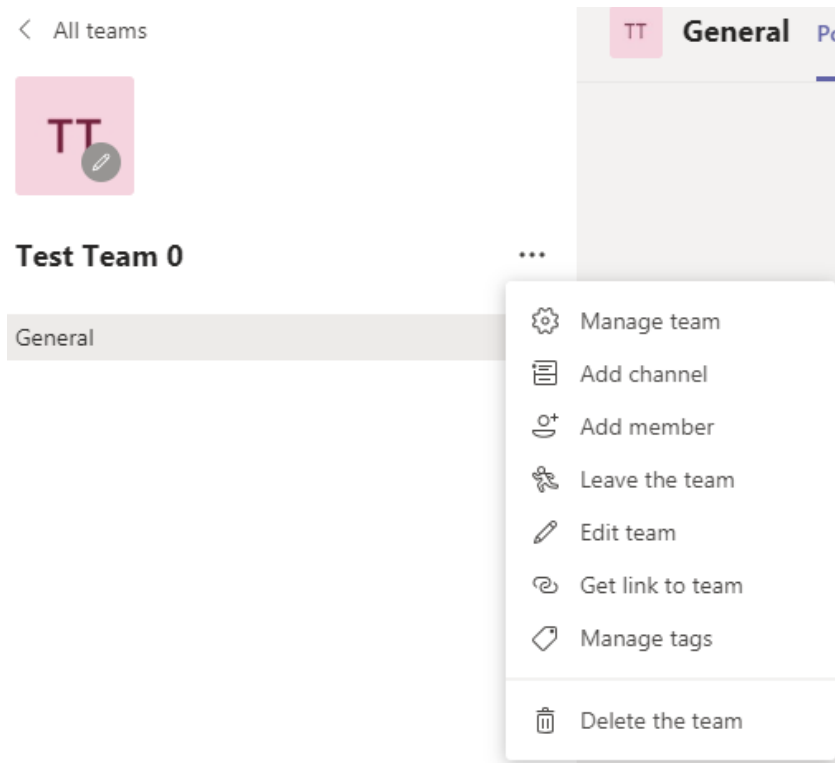
Start typing a name, distribution list, or security group to add to your team. You can also add people outside your organization as guests by typing their email addresses.

Note: it is important to verify the username of the person you are inviting if there are people with the same name (usually you can do this by cross referencing their email). In these cases you may consider checking with the person you are inviting that the username is correct, and that they received the invite.

- Your team has been created. It contains 1 channel and 3 tabs (Posts, Files, and Wiki). At this point the Team can already be used as a persistent chat/collaboration channel.

### Customizing your Team

By opening your team and click on the ellipses next to the Team name:



**Manage team:** Here you can add more members to the team, check pending team requests, view current and deleted channels, modify Team Settings, and see usage analytics.

Settings: In this tab you can set a team picture, change the permissions of “Members” and “Guests”, and enable to disable the use of GIFs, and stickers (emoji’s)

**Add Channel:** Click here to create a new Channel, specifying the name, description (can’t be seen by members), and privacy policy. Private allows you to select a subset of your existing team members.

**Add Member:** As with creating a team, you can continually add new members.

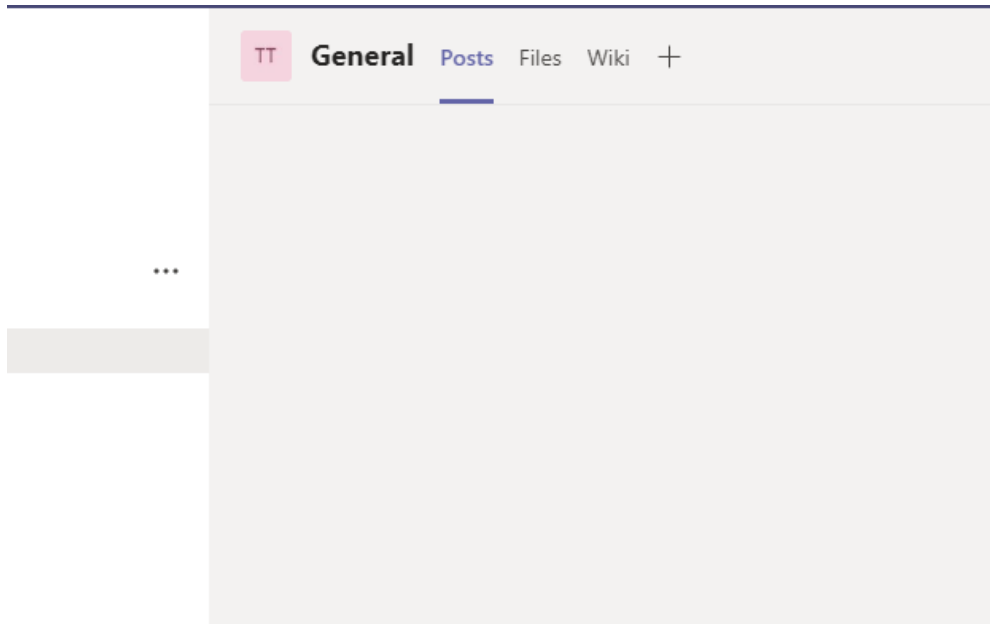
**Leave the team:** If you are the only owner you must make another member an owner before leaving.

**Edit team:** Change team picture, description, and privacy type.

**Get Link to Team:** Creates a link which people can click on, and creates a request to the team owner (that they still need to approve in Manage Team section).

**Manage tags:** Tags can be used to notify a group of people all at once by @mentioning a tag, manage those groups and tags here

You can also customize your Teams tabs (top of screen).

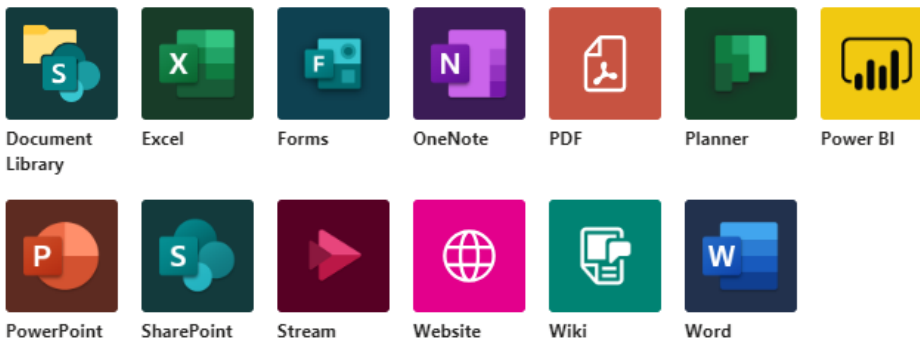


By default, your team will have Posts (team messages), Files (File repository), and Wiki (shared wiki).

**Adding new tabs:** Tabs can be very useful for collaborating on documents, or simply adding a document/website that provides more information or procedures for a team.

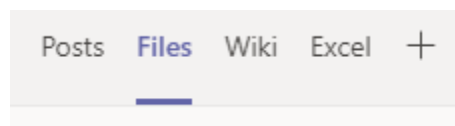
You can add a tab by clicking the + at the end of the tabs list. It is recommended to only use the Microsoft tabs (apps) seen as below:

Tabs for your team



As an example, you may wish to make a tab of an excel file. This excel file will be shared among all team members, and will allow everyone with permission to make edits live (inside of teams!)

Important note: You can only create tabs of files that already exist in the **Files** tabs:



(the excel file needs to already be in here!)

**Removing tabs:** Posts and Files tabs cannot be removed, you can remove the Wiki (and other added tabs) by clicking the tab, then the dropdown > Remove.

