MS Teams: Create a Team ‘quick start’

This quick guide steps you through the basics of creating a Team and Team Channels.

Please remember that information or files you post on a Teams site may be available to other team members. Teams is for communication related to your job role and should not be used for personal chat not related to your work. Information you record on Teams could be disclosed in response to a freedom of information request or to someone you refer to in Teams chat. Consider the appropriateness of what you record; only record what is relevant and necessary; and do not share anything that impacts on the privacy of individuals. If you are unclear about how and where to appropriately record information, please contact the Information Governance Team at dpa@abdn.ac.uk.

Create a Team

When you create a Team, you become the Team Owner by default. We recommend you add at least one other Owner. You can do this as you add Team Members (see below), or at a later date.

At the University of Aberdeen, there are two ways you can create a Team.

UoA bespoke provisioning tool

This tool was developed to provide a more streamlined and standardised Team creation process. Its intuitive interface makes it easy for you to create a Team that meets your requirements, and information captured in mandatory form fields facilitates the management of Teams at an institutional level.

To create a Team using this tool:

1. Click New Team on the app bar, then New Team on the Welcome screen
2. Follow the wizard to complete all required information
3. Submit

Once you’ve created your Team, follow the guidance on pages 2-3 to add further Members and Channels.

Microsoft standard method

To create a Team using the standard method:

1. On the left side of the Teams interface, click Teams.
2. Click Join or create team, then Create team.
3. In most cases, you should select Other as your Team type.

4. Give your team a name and add a short description if you like.
5. Select Private if you’d like people to request permission to join, or Public if anyone can join.
6. Click Next, then Skip.
Add Members

Your new Team will be listed, along with any other Teams you are a Member of.

1. Click on the More options ellipsis (…) next to your new Team’s name and select Manage team from the pop-up options.

2. Click Add member and start typing the name of the first person you would like to add, select them from the search results, and click Add.
   - PGRs, PGTs and UGs can be distinguished from staff by the (PGR, PGT, UG) suffix. Their name also appears in caps, e.g. BLOGGS, JO (PGT)

3. By default, this person will be a Team Member. If you would like to make them an additional Owner, select Owner from the drop down menu beside their name.

4. Continue to add Members as appropriate.

5. When you’re finished, click Close.

6. You will see a list of your Team Members and Owner (or Owners).

You do not need to add all Members at once. You can return to the Manage team options at any time to add or remove Members.

Add Channels

What are Channels? Think of your Team as a house, and channels as individual rooms within the house, each performing a unique function and with unique content. You can build a channel around a topic, project, department name, or whatever you like. By default, each channel has a Posts tab (Team chat) and a Files tab (upload and collaborate on files).

All new Teams are created with one default Channel – General. This is a good channel to use for announcements and information the whole team needs. You can create as many additional Channels as you need – or none at all! To add more channels:

1. Click on the More options ellipsis (…) next to your new Team’s name and select Add channel from the pop-up options.
2. Enter a name and description for your channel.

3. Set the privacy option to **Standard** (accessible to everyone on the team) or **Private** (only accessible to a specific group of people within the team) as appropriate.
   - Note that Private channels don’t have same level of functionality.

4. Select **Automatically show this channel in everyone’s channel list** if appropriate.

5. Select **Add**.

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**Further information and help**

See **Guides and Links** in our **MS Teams** resource on Toolkit, or contact the Service Desk:
https://myit@abdn.ac.uk