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 Teams is a collaboration tool. Information or files you post on any Teams site will be available to other team members. If you use any Teams site in a way that impacts on the privacy of individuals, you may need to undertake a data protection impact assessment. See the guidance on StaffNet for when an impact assessment is required.

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.

1. On the left side of the Teams interface, click Teams.
2. Click Join or create team, then Create team.
3. In the Select a Team type dialog, click Other.
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.
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.

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.
5. When you’re finished, click **Close**.

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

It is not currently possible to add external Members (i.e. anyone outwith the abdn domain), or to add UGs and PGTs. University of Aberdeen students will be enabled for academic year 20/21.

### 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**.

Determine Channel names **before** you create them. Renaming Channels once created can cause syncing issues with files, notebooks, etc.

### 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](https://myit@abdn.ac.uk)