

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.

University of Aberdeen 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**. You will get notifications by email and in Teams once the new Team has been created.



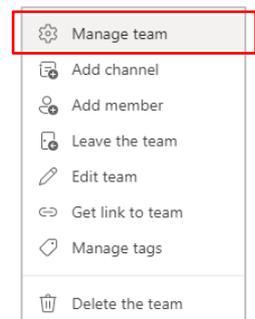
Please note that all new Teams are **private** by default. That means you control who has access to your team. If you wish to make your team **public**, ie all content is available to all staff and students, then you will need to submit a request via [MyIT](#).

After you've created your Team, follow the guidance below to add further Members and Channels.

Add Members

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

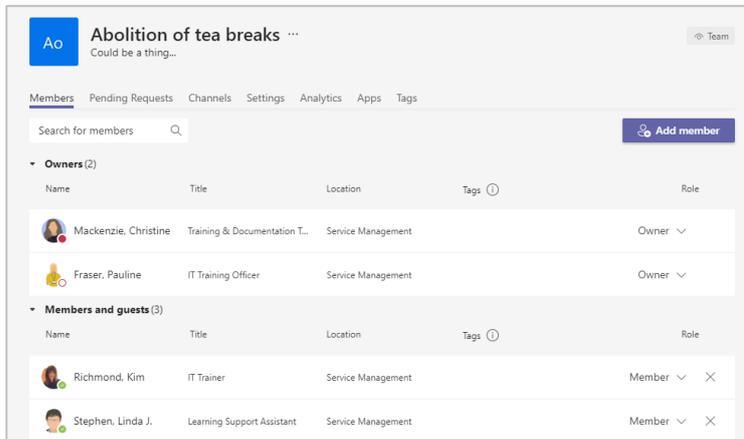
1. Click on the **More options** ellipsis (...) next to your new Team's name and select **Manage team**.
2. Click **Add member** and start typing the name of the first person you would like to add, select them from the search results, and click **Add**.
 - PGRs, PGTs and UGs can be distinguished from staff by the (**PGR**, **PGT**, **UG**) suffix. Their name also appears in caps, eg 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.





It is also possible to add an **external member**, ie someone outwith the abdn domain, to a Team. For instruction on how to do that, see our separate guide [MS Teams: Adding an external guest](#).

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.

You can also invite people to join your Team by generating a Join Code, then circulating the code to potential Members, eg via Outlook. This can be useful if you need to invite a large number of people for whom you already have a mailing list. [See Microsoft support for more](#).

Add Channels



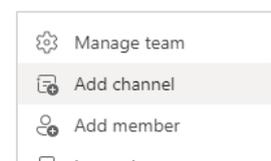
What are Channels? Think of your Team as a house, and channels as individual rooms within the house, each performing a unique function and with unique content. You can build a channel around a topic, project, department name, or whatever you like. By default, each channel has a **Posts** tab (Team chat) 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**.
2. Give your channel a **name** and add a short **description** if you like.
3. Set the privacy option to **Standard** (accessible to everyone on the team), **Private** (only accessible to a specific group of people within the team) or **Shared** (accessible to people you choose from your organisation or other organisations) 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: myit.abdn.ac.uk.