








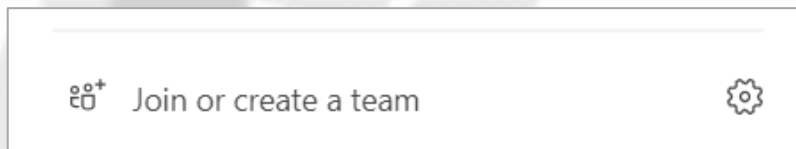
Teams Collaboration 101

The key to Microsoft Teams is knowing how to work within your Teams.

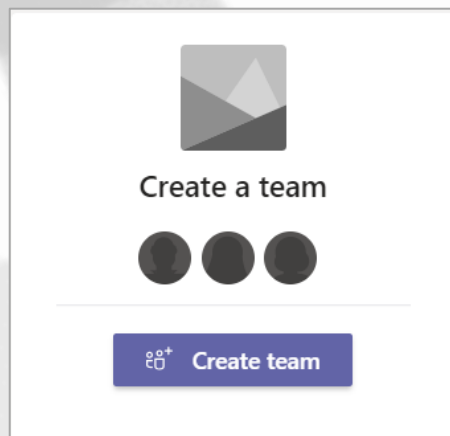
-  Teams has been designed as your all-encompassing go to for collaboration
-  Join and create **Teams Channels**, start instant meetings and conversations and share files
-  The Teams calendar is **synched with Outlook** so you can view and create appointments from either app
-  **Make calls** right from the Teams app and have a record of the calls and the time details
-  The **Activity tab gets you up to speed instantly**. It is great for a busy day when you are in meetings or on calls
 - It will show you at a glance everything you have missed in Teams
 - You will see all the messages, mentions, replies and Teams Channels that have been updated while you were unavailable

How to start a team:

1. Choose Join or create a team

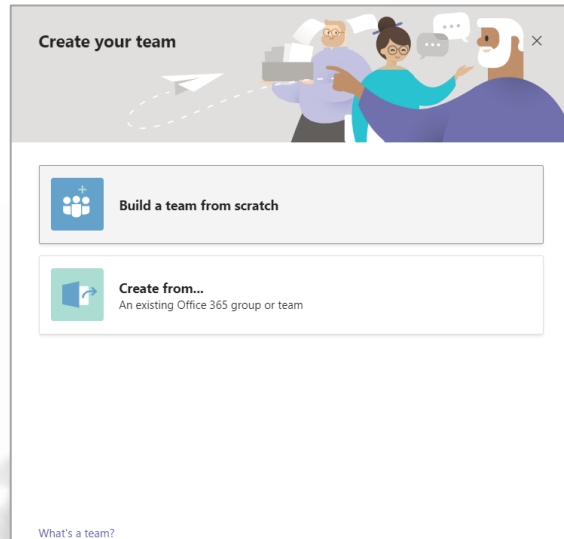


2. Choose "create team" to create your new collaboration space.

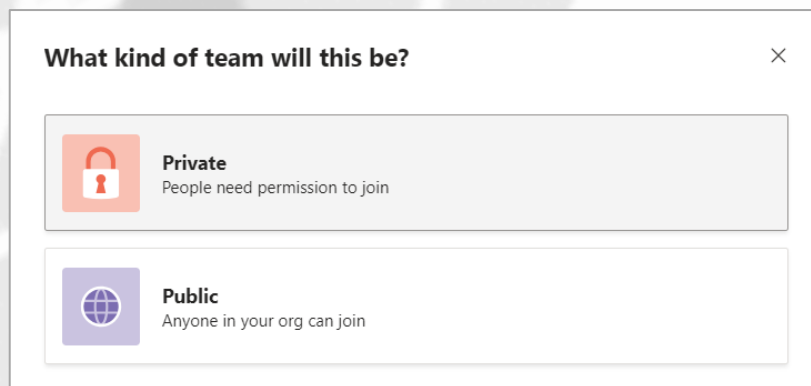




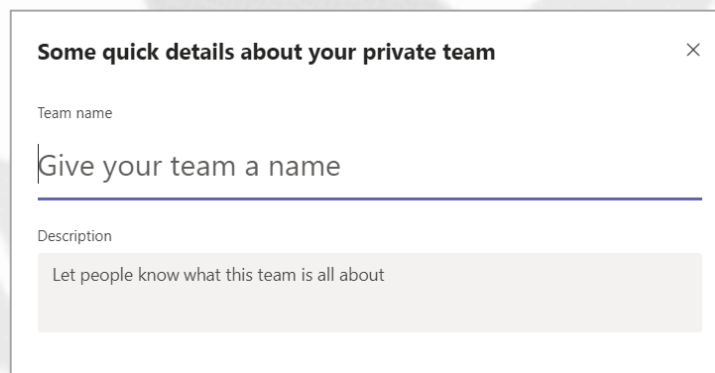
3. Select **Build a team from scratch** (unless you are building it from an existing Team or an Office 365 group)



4. Choose whether the Team will be Private or Public



5. Give your Team a Name

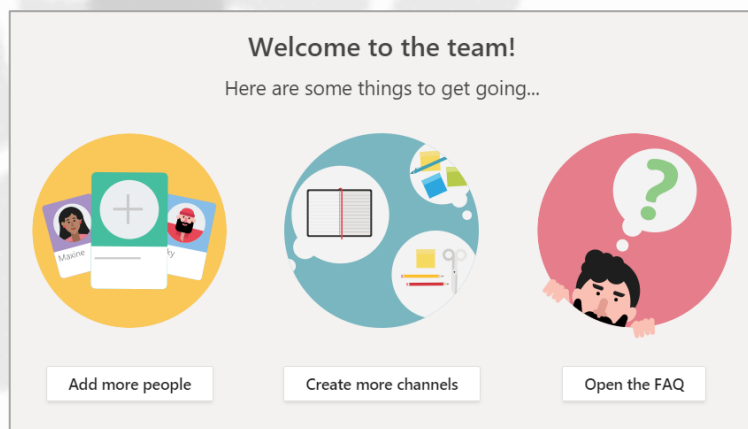




6. After naming your Team, add a description

A screenshot of the Microsoft Teams 'Some quick details about your private team' dialog box. The dialog box has a title bar with a close button. It contains a 'Team name' field with the text 'Teams Training' and a 'Description' field with the text 'A Team to learn tips and tricks on Teams'. At the bottom, there are 'Back' and 'Create' buttons.

7. Click **Create**
8. You will be prompted to add Members and Groups
9. You can add members now, skip this step or add some members at this time and others at a later time



Stay tuned for next week's tip on creating Channels now that you know how to create a team!