

Create Teams and add Members Video Transcript:

The core part of working in Microsoft Teams is communicating with a group of people. And that group of people is called a team. In this movie, we'll see how to create a team. Just be aware, you might not need to actually create a team yourself. You might just join teams that were created by somebody else. But if you do need to make a team, this is how it works. Now the first time you sign into Teams on your account, you may be prompted to create a new team. We're going to disregard that and we're going to start here on the main Teams interface. In the sidebar on the left, we have a bunch of different categories. I want to make sure we're in the Teams category. Then in the column next to that, you're going to see a list of all the teams you are currently a member of. Now I'm not a member of any teams yet, so I don't see anything here. Whether this list is empty for you or not, you should see the button down at the bottom that says join or create a team. When you click on that, it'll open up this panel on the right which is already open for me, and the first button here is to create a team. So I'm going to click on that. Now any user can make a new team. You can make multiple teams and they can all have different members. In this movie, we're going to focus on the option to build a team from scratch. That's the first option here and that is the standard scenario. So I'm going to select that. Then I have to select the privacy. If you set your team as private, the only members will be the members you add. If you want people in your organization to be able to find and join the team without being added by the owner, then you should set it to public. I'm going to set this team as private. Then I have to give the team a name. Generally, I recommend that your teams are defined by a group of people. You could make a team for the design department, another for your engineers, and so on. Of course, you could create teams according to specific projects, but I usually don't recommend that. It's usually better to use channels to organize conversations about specific projects. And we're going to talk about channels in a separate movie and that'll make more sense as we go. But for now, I'm going to make a team for my web developers. So I'll give it the name web development team. It's a good idea to give your team a description but for now, just for demo purposes, I'm going to skip that and I'll click create. Now the team has been created and I need to add some people to the team. I can add anybody from my Office 365 organization. That means anybody from my company or institution that is part of my organization's Office 365 deployment. Now there is a feature that allows you to invite users who are not in your company's Office 365 deployment. Those users are called guests and that is a topic we're going to cover in a separate movie in this course. So sticking with people in my organization, I'm going to go to this search field. I'm going to start typing in someone's name. It's going to search my

organization. I don't even have to finish typing the name. It already found the person I'm looking for. So I can click on them to select. Then I'll click add and he's been added to the team. And I can go back and I can add multiple people this way. But you see how this works? So for now, I'm going to hit close. And you can add more people later if you want. So now I have this team listed here on this column on the left. Now one important thing you should know, every person I add to this team will automatically become a member. They do not have to accept an invitation or do anything to confirm membership. When they sign into Teams, they will see this team listed on the column on the left because they are a member. They will be able to see all the channels and messages and everything else related to this team that I see here in my account. Now later if you need to add more members, you can do that. Just go to the name of the team and click on the button with the three dots to the right of the name and choose the option to add member. And you can go through that same process here. So I want to add Leah, so I'll type in her name. Find her in the search. Click add and so on. So I want to go through and add all of the web developers or web engineers or designers or anybody relevant to this group as I've defined it. And when I'm finished, I just hit close and I can continue working. So now I have my first team in Microsoft Teams. You should feel free to start creating several teams for the different groups in your organization.