

## ***Link teams to existing Office 365 groups Video Transcript:***

In this movie, we will see how to create a team that is linked to an existing Office 365 group. If you are not creating teams yourself, or if you're not working with Office 365 groups or SharePoint, you might want to skip this movie. Now we're here in Teams, and we can see the one team that I have created so far, it's called Web Development Team. We'll come back here in a moment, but first, let's go over to Outlook. I've got the Office 365 website here. I've already signed in to my account. I'm going to click on the tile for Outlook, and here in Outlook, I specifically want to go to the address book, so I'll click on the People button down at the bottom. Of course, this is where I go to see my list of contacts, but I can also see my Office 365 groups, that's this section right here. Groups in Office 365 are a collection of people you contact, which can be accessed and used in several Office 365 tools, including the address book and in SharePoint. These groups that I have are called Graphic Design and Client Web Projects. With that in mind, let's go over to SharePoint. So I'm going to go back to the Office 365 homepage, and I'll click on the tile here for SharePoint. Now SharePoint is very big, and different people use it very differently. But within SharePoint, you can have several sites connected to specific groups of people. When you make an Office 365 group, it makes a SharePoint site for that group as well. I can see those groups that we saw in Outlook as SharePoint sites here. I've got that Graphic Design group and that Client Web Projects group. And also, when I created that Web Development team over in Teams, it created a SharePoint site for that as well. Alright, let's jump back over to Outlook, I've still got that open here in this tab. So if you already have groups of people that you're working with, like these two groups that I have here in Outlook, you may want to connect those existing groups to Teams. And you can do that by linking a team to an existing group when you create it. So let's jump back over to Teams, and we're going to make a new team. So I want to make sure on the left side I'm in the Teams category. I'll click this button down here at the bottom to join or create a team, then this button to create a team. From here, we're going to choose the option to create from an existing Office 365 group or team. And from here, the option we'll choose is Office 365 Group. And I can see those two Office 365 groups listed here that we had over in Outlook. So I want to make a new team based on my Graphic Design group, so I'll select that. And now, I've created that new team. So now I have two teams listed here in Teams. This first one was created from scratch in Teams, and this one was linked to an Office 365 group during creation. It already has all of the members that that Office 365 group had, and I can continue to use that group in Outlook for email lists and things like that. So this is how you keep your teams and

groups clean. For some people, this information is not so important, but for people who use groups in SharePoint and Outlook, this can be pretty vital.