



Now Available: Creating Teams in Office 365

Exciting news from the Office 365 Team! Beginning Monday, October 7, faculty and staff will gain the ability to create their own Microsoft Teams in the O365 Shared Tenant.

What is Microsoft Teams?

In short, Teams is a shared workspace where groups can communicate more effectively. The space can be used for group or one-on-one chats, online meetings (with or without video), sharing files, and working with Office 365 applications, fostering and supporting effective communication.

How does this work?

This enhancement is available to faculty and staff that are currently members of the Minnesota State O365 Shared Tenant. Students cannot create Teams. Faculty and staff may create teams for students at their discretion.

Teams can be created using either the native Microsoft Teams desktop application (installed locally on your computer) or using the Teams app in the Office 365 online portal.



Each Team created will follow a predefined naming convention. Names will be automatically prefaced with the designated Shared Tenant abbreviation of the Team creator's primary campus. Names will also include "-Team" as a suffix. For example, if a Hennepin Technical College faculty member wishes to create the "Bio101-03_Fall 2019" Team, the final Team name will automatically convert to, "HTC-Bio101-03_Fall 2019-Team".

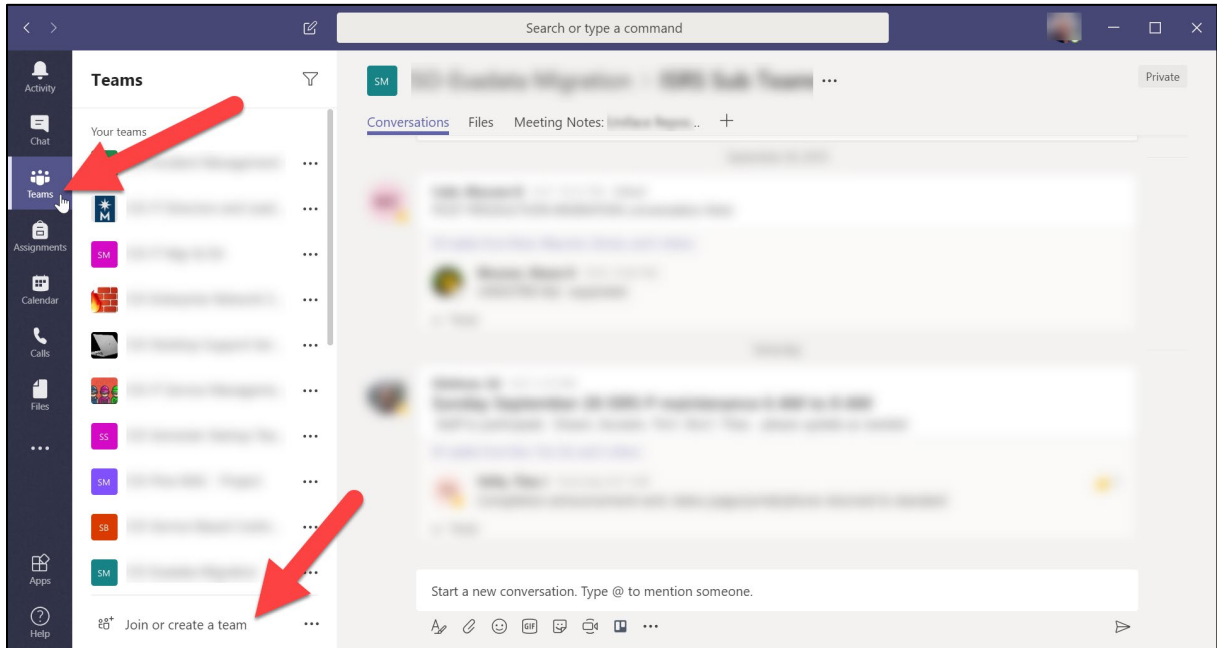
It is important to note that the Team name preface will be based on the creator's **primary campus**. This is especially noteworthy for faculty and staff with multiple campus associations. For example, an employee may be associated with both Hennepin Technical College and Rochester Community and Technical College. If Rochester is listed as their primary campus, all Teams created by this user will begin with "RCTC-".

Is the creator also the person that administers the Team? Can there be more than one administrator?

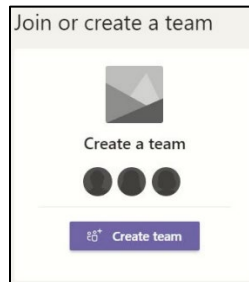
Once the team is created, your account will be set as the Owner of the team. Owners are the administrators of the Team site. There can be more than one owner of a Team. [Click here](#) to learn more about adding members and assigning roles. (<http://tiny.cc/pfawdz>)

What steps do I take to create a Team?

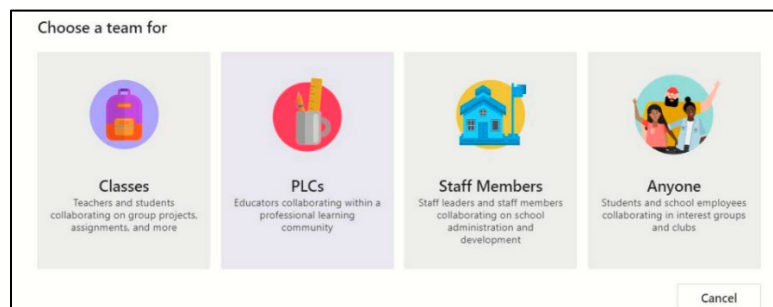
1. Open **Microsoft Teams** (on your computer  Microsoft Teams or via the Office 365 portal ).
2. From the “Teams” view, select “Join or create a team”.



3. Select the button to **Create Team**.



4. Select the type of team that you want to create. [Click here](#) for information describing the differences between the types of teams. (<http://tiny.cc/es9vdz>)



5. Enter the **Name** for your team. You do not need to type the campus prefix – this will be added automatically. Use a name that clearly defines the Team’s purpose and audience. Additionally, provide a **Description** of the Team, then click **NEXT**.

The screenshot shows the 'Create your team' dialog box. At the top, it says 'Create your team' and 'Staff teams come with a Staff Notebook with templates for common administrative tasks in schools.' Below this is a 'Name' field containing the text 'Networking'. Underneath the name field, the team name 'MNSU-Networking-Team' is displayed with an information icon. There is a 'Description (optional)' text area which is currently empty. Below the description is a 'Privacy' dropdown menu set to 'Private - Only team owners can add members'. At the bottom of the dialog, there are two options: 'Create a team using an existing team as a template' and 'Create a team from an existing Office 365 group'. At the very bottom right, there are 'Cancel' and 'Next' buttons.

6. A prompt will provide the opportunity to add members to the Team. Members may be added at this time, or you may choose to **Skip** the step and add members later. Ability to add and remove members at your discretion will be available once the Team creation process is completed.

The screenshot shows the 'Add people to "MNSU-Networking-Team"' dialog box. It contains the text: 'Start typing a name, distribution list, or security group to add to your team. You can also add people outside your organization as guests by typing their email addresses.' Below this text is a search input field with the placeholder text 'Start typing a name or group' and an 'Add' button to its right. At the bottom right of the dialog, there is a 'Skip' button.

7. Once your Team is created, it will appear in the list of the “Teams” view.

Additional Resources:

Quick video about Microsoft Teams:

<https://support.office.com/en-us/article/video-welcome-to-microsoft-teams-b98d533f-118e-4bae-bf44-3df2470c2b12?ui=en-US&rs=en-US&ad=US>

Learn more about Microsoft Teams (and Channels within Teams):

<https://docs.microsoft.com/en-us/microsoftteams/teams-channels-overview>

Best practices for organizing Teams:

<https://docs.microsoft.com/en-us/microsoftteams/best-practices-organizing>

Microsoft Teams Tips and Tricks:

<https://support.office.com/office-training-center/Teams-tips>

Link to Microsoft Teams training videos:

<https://support.office.com/en-us/article/microsoft-teams-video-training-4f108e54-240b-4351-8084-b1089f0d21d7?ui=en-US&rs=en-US&ad=US>