How to Create a Microsoft Team

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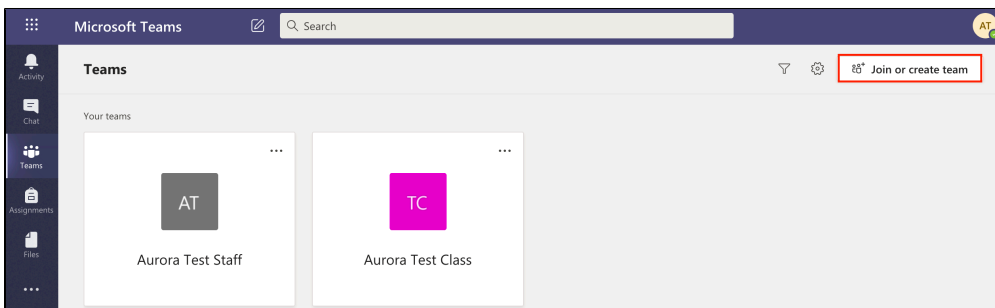
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> ℹ️ If the calendar module is missing in the Microsoft Teams application, please review the following workaround.

1. Follow the steps to login to Microsoft Teams outlined in Microsoft Teams for Education Logging In.
   Result: You will be brought to the Teams home page.

2. Naviagte to the top right corner of the screen and select **Join or create team**.
   Result: You will be taken to a screen in which you can choose to create or join a team.
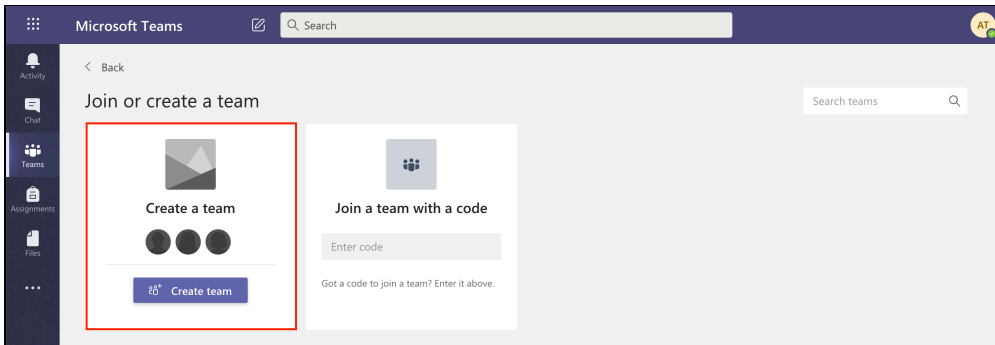
3. Select **Create a team**.
   Result: A window will appear in which you can choose a type of team to create.

4. Select the type of team that you want to create. For information on the types of teams, see istdraft:Selecting a Team Type.
   Result: You will be brought to a window in which you can name and describe your team.

5. Name and describe your team. Then click **Next**.
   Result: You will be brought to a window in which you can add members to your team.

6. Add members to your team, and then click **Add**.
   Result: You will be brought to your team page.
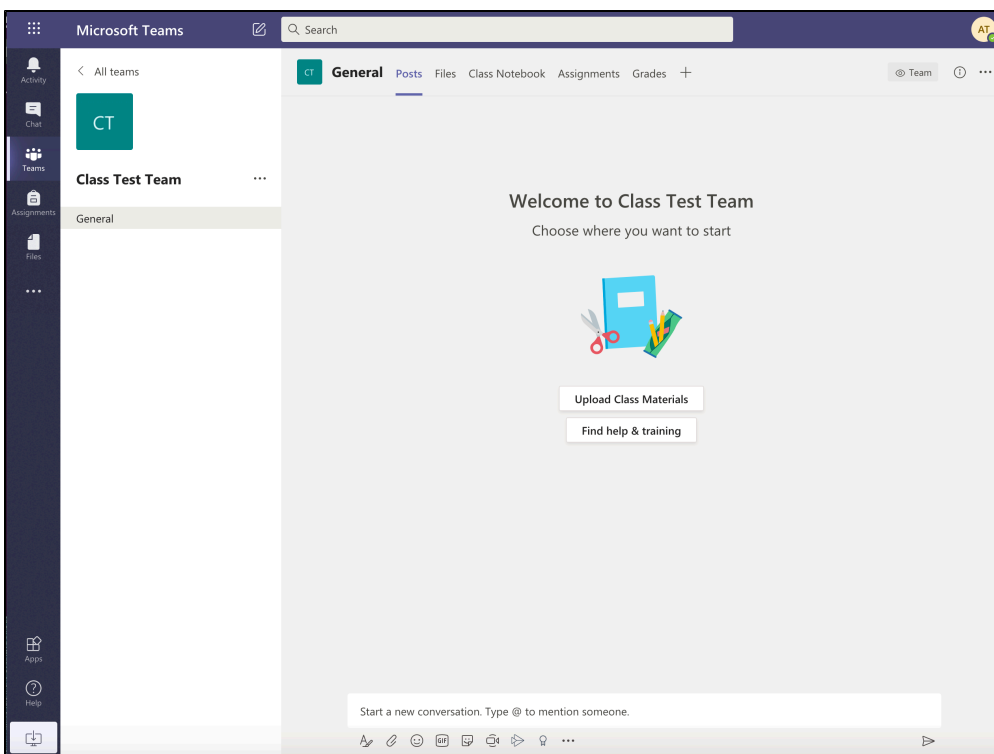
Selecting a Team Type

When you create a new team in Microsoft Teams, you will be asked to select from one of four team types: Class, Professional Learning Community (PLC), Staff, or Other. Read the information on each team type below to decide which one is best for you.

Class

- **Description**: Teachers and students collaborating on group projects, assignments, and more.
- **Team owners and team members**: Teachers are team owners and add students as team members.
- **Permissions**: Teachers moderate student conversations and who can post where. Students only have write permission in certain areas.

- **Features**:
    - Class notebook
    - Assignments
    - Conversations
    - Files
    - Video and audio calls
    - Chat (if enabled)
    - Pinning new tabs with documents or sites like Microsoft Forms
- **Educational goals**:
    - Assign, track, and review student work
    - Export grades
    - Collaborate and communicate in the classroom
    - Make announcements
    - Administer quizzes and polls
    - Work in student groups
    - Share and organize rich content
    - Invite virtual experts into the classroom

Professional Learning Community (PLC)

- **Description**: Educators collaborating within a professional learning community. Examples include an academic department, a grade band, or group working on a shared goal.
- **Team owners and team members**: Educators form the team and other educators join the team.
- **Permissions**: Educators share equal read-write permissions.
- **Features**:
    - OneNote notebook
    - Conversations
    - Files
    - Meetings
    - Video and audio calls
    - Chat (if enabled)
    - Pinning new tabs with documents or sites like Microsoft Forms
- **Educational goals**:
    - Collaborate in professional learning communities
    - Communicate
    - Make announcements
    - Share work
    - Organize virtual or face-to-face meetings
    - Work in smaller groups
    - Share and organize content

Staff

- **Description**: Staff leaders and staff members collaborating on school administration and development.
- **Team owners and team members**: Staff leaders are team owners and add staff members as team members.
- **Permissions**: Staff leaders control posting settings. Staff members only have write permissions in certain areas.
- **Features**:
    - Staff notebook
    - Conversations
    - Files
    - Meetings
    - Video and audio calls
    - Chat (if enabled)
    - Pinning new tabs with documents or sites like Microsoft Forms
- **Educational goals**:
    - Oversee professional development, staff, and administrative goals
    - Communicate
    - Make announcements
    - Share content and progress reports
    - Work in smaller groups
    - Organize virtual or face-to-face meetings

Other

- **Description**: Students and school employees collaborating in interest groups and clubs.
- **Team owners and team members**: Any combination or students and school staff can form a team and add members.
- **Permissions**: Team members share equal read-write permissions unless the team owner(s) alter the settings.
- **Features**:
    - OneNote notebook
    - Conversations

- Files
- Meetings
- Video and audio calls
- Chat (if enabled)
- Pinning new tabs with documents or sites like Microsoft Forms
- **Educational goals**:
  - Collaborate and communicate with team members
  - Make announcements
  - Share content
  - Organize virtual or face-to-face meetings
  - Work in smaller groups

See Also

- Microsoft Teams for Education Landing Page
- Microsoft 365 (Formerly O365) Landing Page

Have Questions or Still Need Help?

- Contact the IS&T Service Desk