OneDrive Team Sites

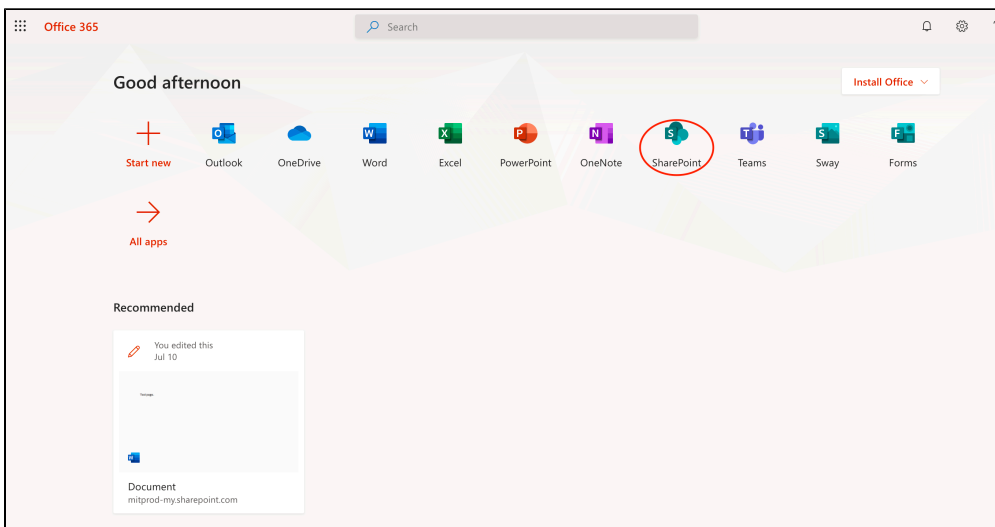## OneDrive Team Sites

On this page:

Overview

A SharePoint team site connects you and your team to the content, information, and apps you rely on every day. On a team site home page, you can view links to important team files, apps, and web pages and see recent site activity feed.
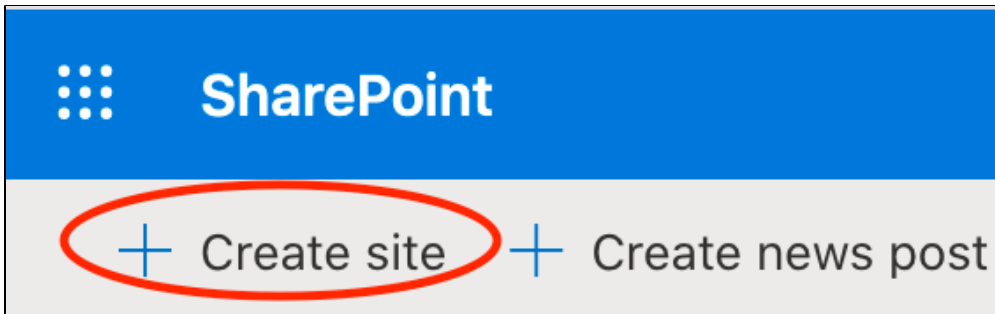
How to Create a OneDrive Team Site

1. Login to Microsoft Office 365 using your Kerberos ID and password. For more information about logging in to OneDrive, visit Logging in to OneDrive.
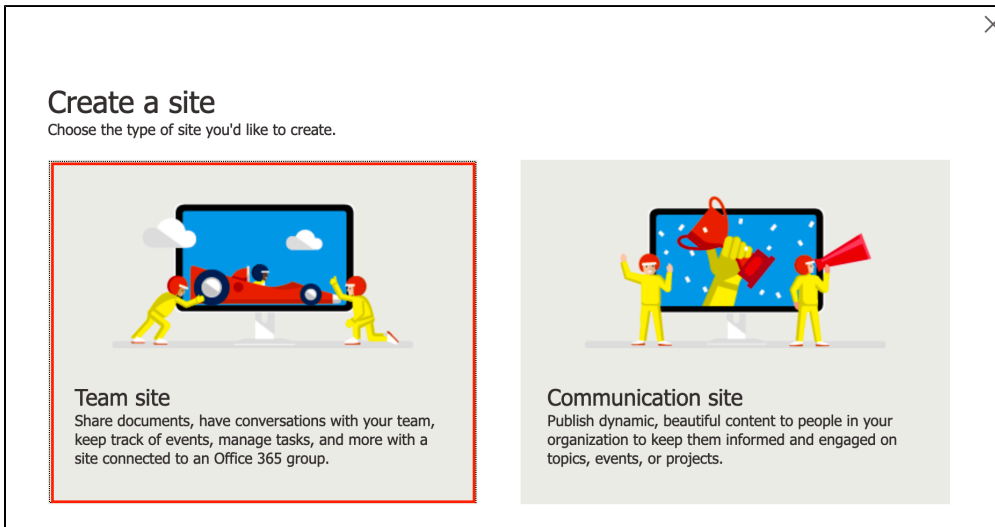   *Result*: You will be brought to the Microsoft Office 365 home page.

2. Click on the **SharePoint** icon on the homepage.
   Result: You will be brought to the **SharePoint** page.

3. On the top left corner of the screen, click on **Create Site**.
   Result: A **Create a site** panel will open on the right side of the screen.

4. Select **Team site** from the **Create a site** panel.
   Result: You will be brought to a team site creation page.

5. Fill in the information on the team site creation page, including the site name, the group email address, the site address, the site

description, privacy settings, and language. Once all of the information is filled in, click **Next**.
Result: A panel will open in which you can add group members.

6. Add additional site owners and members. Then click **Finish**.
   Result: You will be brought to your new team site.

Permissions

If you want to change your site's permissions after you create it, follow the steps outlined below.

1. Navigate to the gear icon in the top right corner of the screen and click on it to access **Settings**.
   Result: A dropdown menu will appear.

2. Select **Site Permissions** from the **Settings** dropdown menu.
   Result: You will be brought to a site permissions panel.
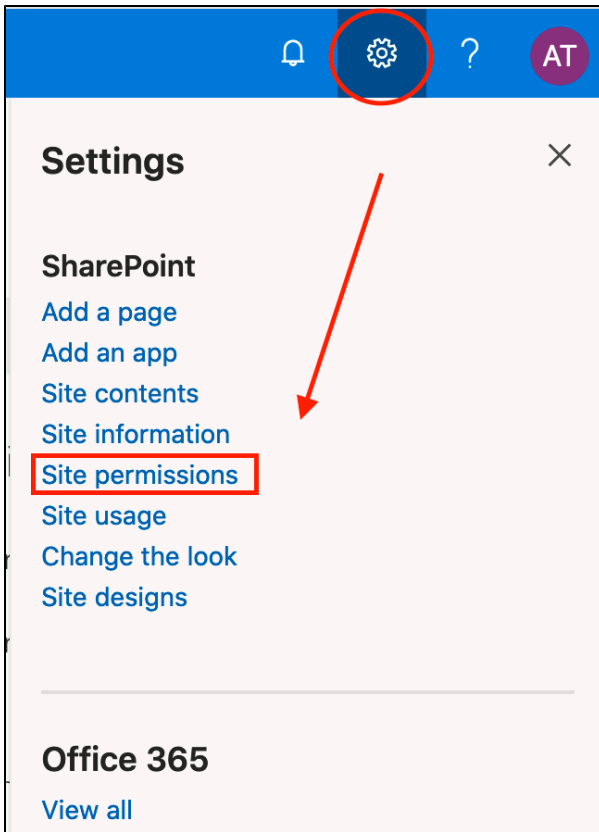

3. You will have two options, **Change how Members can share** and **Advanced permissions settings**. Click on the option that you want to edit.
   Result: You will be brought to the page you select and can make whatever change to permissions that you need to make.

Site sharing settings

Control how things in this site can be shared and how request access works.

Sharing permissions

- (●) Site owners and members can share files, folders, and the site. People with Edit permissions can share files and folders.
- (○) Site owners and members, and people with Edit permissions can share files and folders, but only site owners can share the site.
- (○) Only site owners can share files, folders, and the site.

Access requests

Allow access requests   On

Choose who will receive access requests for this site:

- (●) ▓▓▓▓ OneDrive Test Site Owners
- (○) Specific email

Add a custom message to the request access page:

> For example: Please allow three days for us to review your request.

Save   **Discard**

Moira Groups

In addition to managing individual users, you can use Moira groups to control permissions.

- For more information visit Email Lists Landing Page.

Note: The moira group you are using must be a group, rather than just a list, in order to use it for permissions.

Storage

Team sites are granted 5TB of space and can request more information from the IS&T Service Desk up to 25TB. While we cannot grant additional quota space, if a team needs additional space they can be granted additional Team sites.

- For more information about OneDrive quota checking, visit OneDrive Quota Checking.

See Also

- Data Storage and Collaboration Options
- MIT OneDrive Landing Page

Have Questions or Still Need Help?

- Contact the IS&T Service Desk