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TECHNOLOGY SERVICES

Creating a Team

Microsoft Teams

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University Information Technology Services

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Introduction

Microsoft Teams is a complete chat and online meetings solution. Host audio, video, and web conferences, and chat with anyone inside or outside your organization. Teams also makes collaboration teamwork easy with the ability to co-author and share files using popular Office 365 apps like Word, Excel, PowerPoint, and OneNote.

This booklet was written using Microsoft Edge. Although Microsoft Teams is supported on Firefox, Chrome, Safari, and Microsoft Edge, full functionality of the web version of Microsoft Teams is only available in Microsoft Edge at this time. Microsoft Edge fully supports the majority of the features the web version of Microsoft Teams has to offer, including audio and voice chat.

Learning Objectives

After completing the instructions in this booklet, you will be able to:

- Create a team
- Invite members to a team
- Edit permissions for team members

Accessing Microsoft Teams through the Web

You can access *Microsoft Teams* using your KSU Mail account, or by accessing Office 365:

1. Navigate your web browser to ksuemail.kennesaw.edu or o365.kennesaw.edu.
2. Log in to your account using your **KSU Email Address** credentials.
3. In the upper-left corner, click the **App Launcher**.



Figure 1 - Click App Launcher

4. Select **Teams** from the list of available apps.

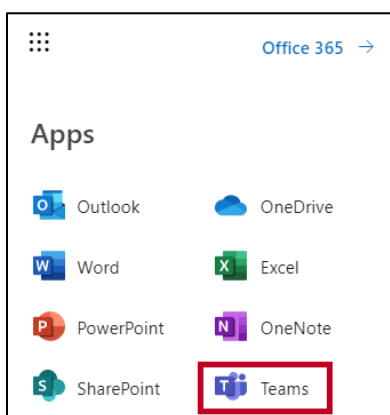


Figure 2 - Select Teams

5. *Microsoft Teams* will open.

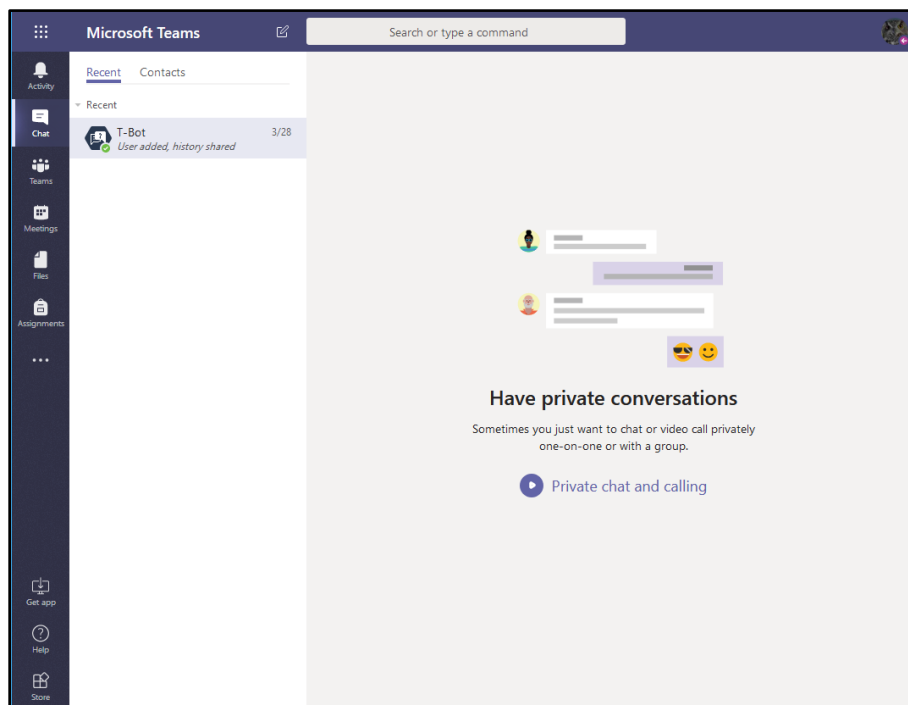


Figure 3 - Microsoft Teams

Creating a Team

Creating a team is an incredibly simple process. You are able to quickly create a team, set a team type, and add team members. When you add team members, they will receive an email notification and the team will appear in their list of teams. The following explains how to create a team.

1. From *Microsoft Teams*, click **Teams**, located on the left side of the application.

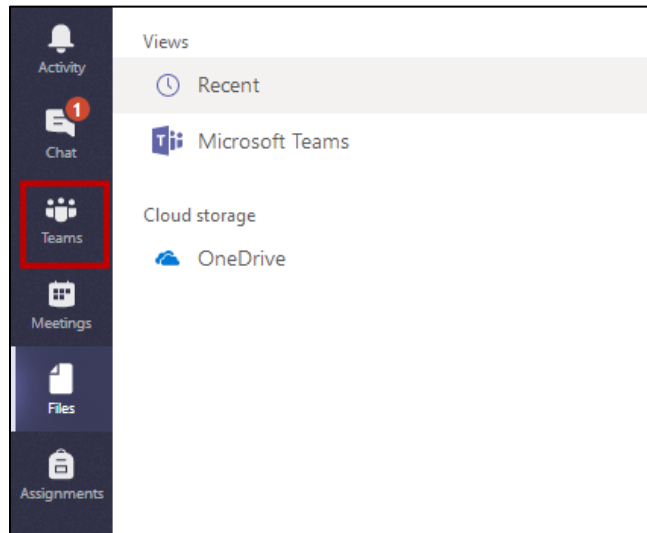


Figure 4 - Click Teams

2. Click **Join or create a team**, located at the bottom of the page.



Figure 5 - Join or Create a Team

3. In the *Join or create a team* window, click **Create team**.

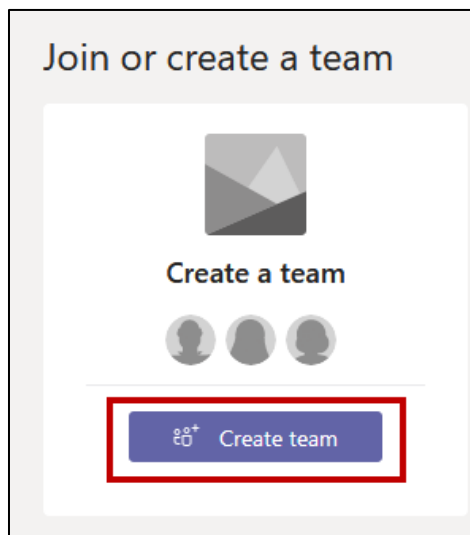


Figure 6 - Create Team

4. Select your preferred team type. The types of teams are as follows:



Figure 7 - Select a team type

- a. **Classes** – Teachers and students collaborating on group projects, assignments, and more. Teachers moderate student conversations and who can post where (See Figure 7).
- b. **PLCs** - Educators collaborating within a professional learning community. Educators share equal read-write permissions (See Figure 7).
- c. **Staff Members** - Staff leaders and staff members collaborating on school administration and development. Staff leaders control posting settings. Staff members only have write permission in certain areas (See Figure 7).
- d. **Anyone** - Students and school employees collaborating in interest groups and clubs. Team members share equal read-write permissions unless the team owner(s) alter the settings (See Figure 7).

- 5. Enter your preferred *Team Name* (Figure 8).
- 6. Enter a *description* for the team (Figure 8).
- 7. Verify that your team is set to *Private* (Figure 8).
- 8. Click **Next** (Figure 8).

Create your team

Collaborate closely with a group of people inside your organization based on project, initiative, or common interest. [Watch a quick overview](#)

Team name

Documentation Writing Team

Team-Documentation Writing Team

Description

This team is for writing documentation for our group project

Privacy

Private - Only team owners can add members

Cancel Next

Figure 8 - Team Information

9. Type the name(s) of the people you wish to add to the team in the **Add members to Team** screen (See Figure 9).
10. Click **Add** (See Figure 9).

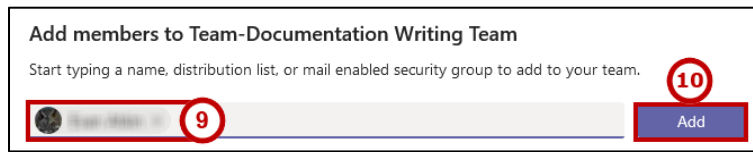


Figure 9 - Adding Members

11. To change the permissions for the team member, click the **drop-down**, located next to their name (See Figure 10).
12. Indicate whether they are a *member* or *owner* of the team (See Figure 10).

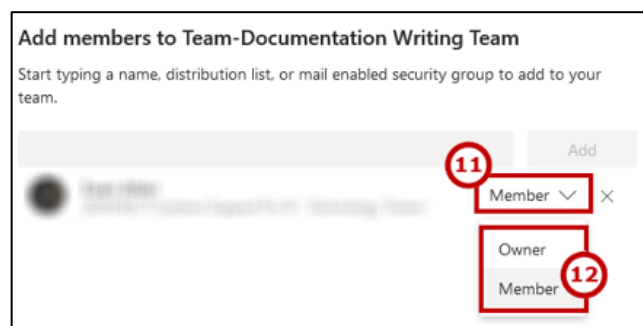


Figure 10 - Changing Permissions

13. Click the **Close** button.
14. The invitee will receive an email notification and the team will appear in their list of teams.

Adding Members to Teams

After creating a team, you still have the ability to add members with an active KSUmail email address to your team. The following explains how to add members to a team.

1. In *Microsoft Teams*, click **Teams**.

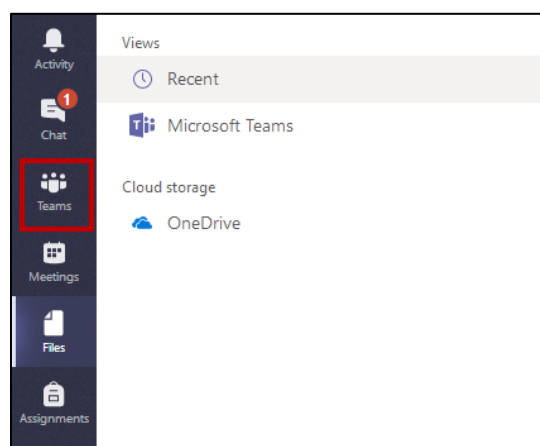


Figure 11 - Click Teams

2. Click the **More Options** button, located next to the team that you wish to add members to.

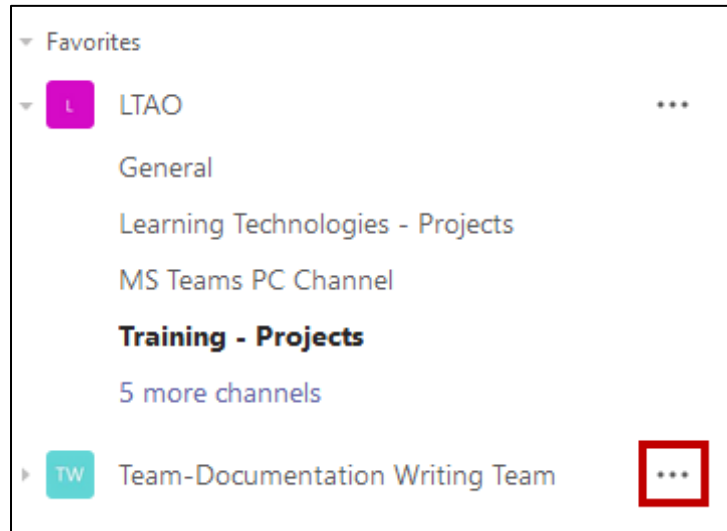


Figure 12 - More Options

3. Click **Add members**.

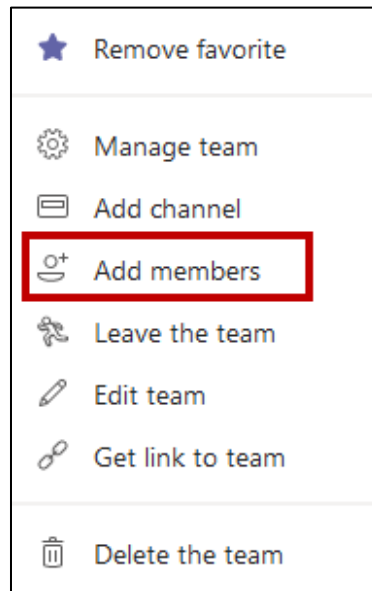


Figure 13 - Click Add Members

4. Type the **name** of the person you wish to add to your team (See Figure 14).
5. Click **Add** (See Figure 14).

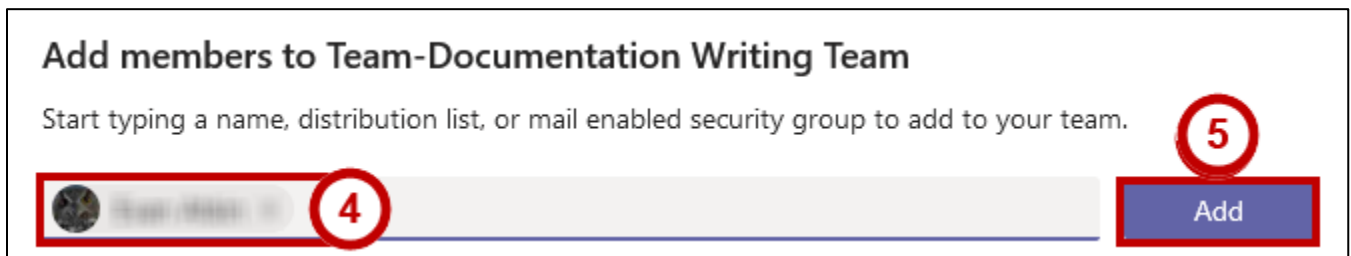


Figure 14 - Adding team members

6. To change the permissions for the team member, click the **drop-down**, located next to their name (See Figure 15.)
7. Indicate whether they are a *member* or *owner* of the team (See Figure 15).

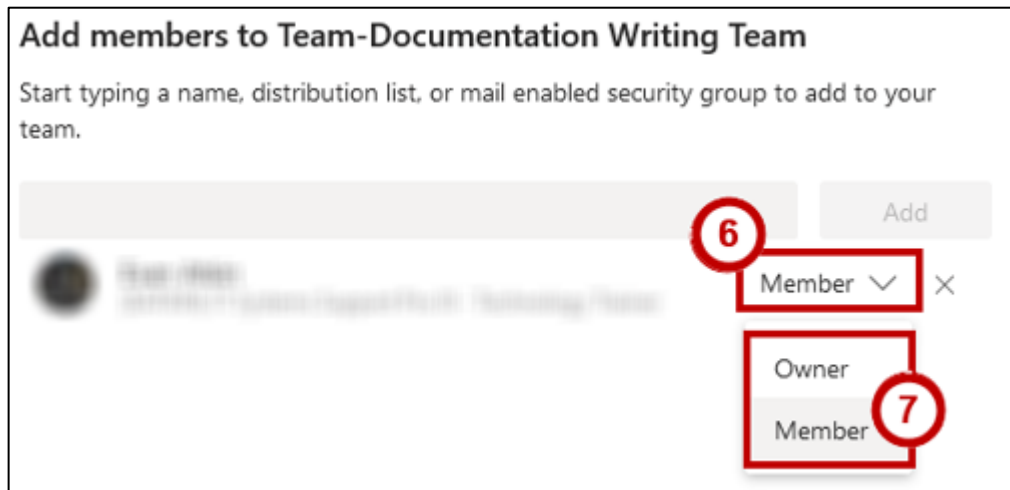


Figure 15 - Changing Permissions

8. Click the **Close** button.
9. The invitee will receive an email notification and the team will appear in their list of teams.

Additional Help

For additional support, please contact the KSU Service Desk:

KSU Service Desk for Faculty & Staff

- Phone: 470-578-6999
- Email: service@kennesaw.edu
- Website: <http://uits.kennesaw.edu>

KSU Student Helpdesk

- Phone: 470-578-3555
- Email: studenthelpdesk@kennesaw.edu
- Website: <http://uits.kennesaw.edu>