



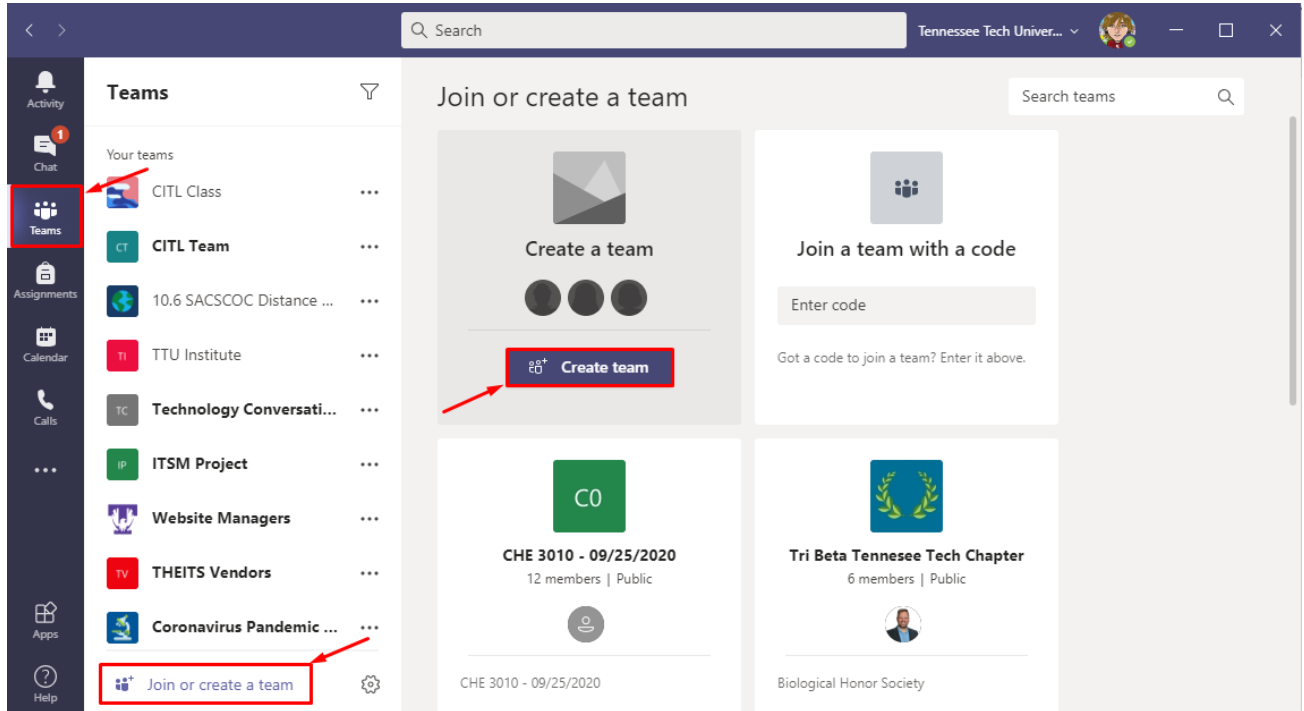
Microsoft Teams: Create a Team

Center for Innovation in Teaching and Learning

If you are interested in creating a team in MS Teams, we can walk you through a setup.

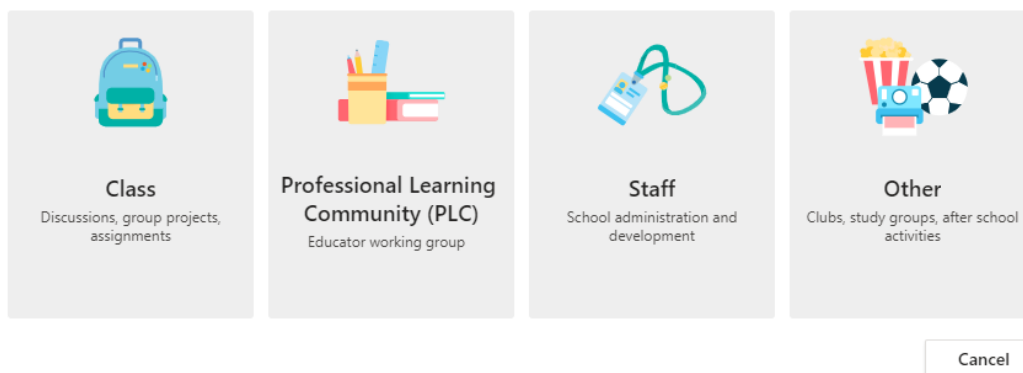
Create a Team

1. Open **MS Teams** (desktop version)
2. Select the **Teams** icon on the left
3. Select **Join or create a team** at the bottom of the Teams list
4. Click on the Create a team tile and select **Create team**.



5. Choose the type of team you would like to setup, in this case, you would use the team type, **Class**.

Select a team type



6. Enter a **Name** and **Description**, click **Next**

Create your team

Teachers are owners of class teams and students participate as members. Each class team allows you to create assignments and quizzes, record student feedback, and give your students a private space for notes in Class Notebook.

Name

ITS-1010-001 - Intro to Teams



Description (optional)

[Create a team using an existing team as a template](#)

Cancel

Next

7. You can add users to the course as Students or Teachers. Just select the appropriate tab.
8. You can add your students to the team by typing in the email list in the search box. (Example: **ENGL1010-001@tntech.edu**).

NOTE: If you chose to create your team through your iLearn course, you will need to add students to the iLearn course or else they will automatically be removed from the Team when the automated sync happens each night.