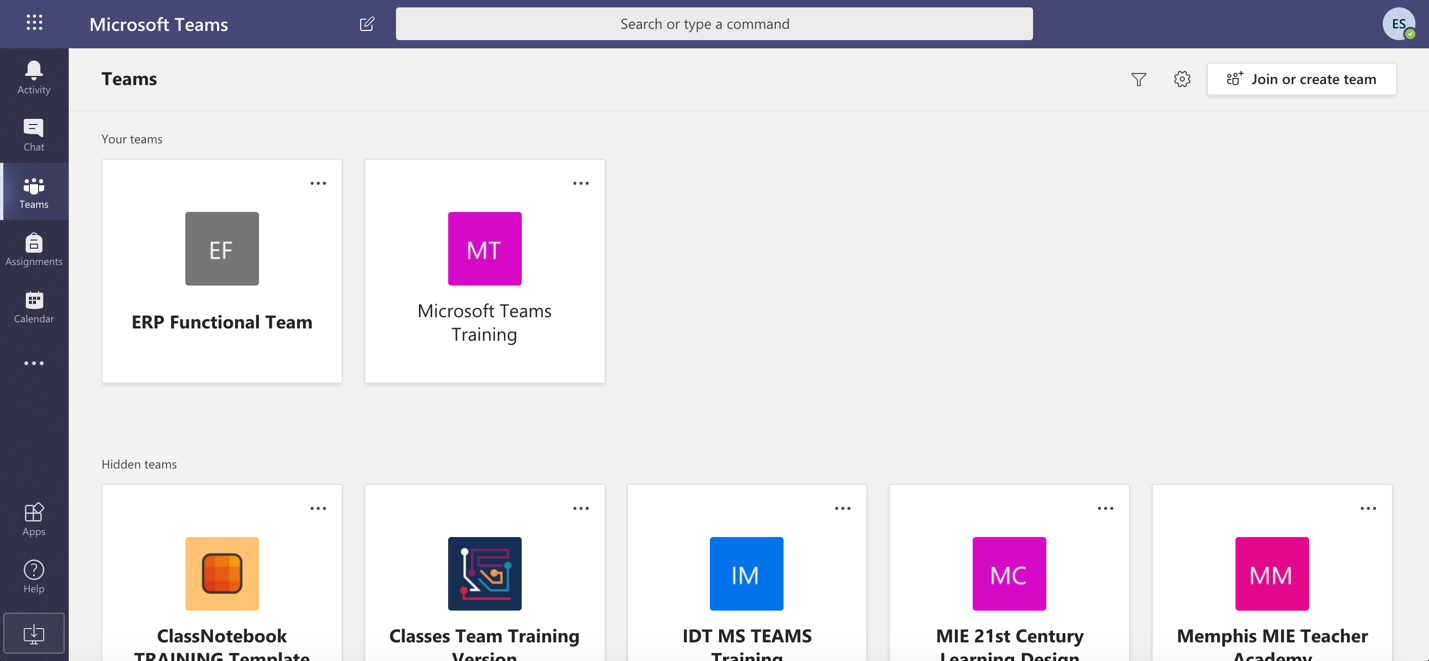
**Create a Team**

1. Select **Teams** > **Join or create a team**.

This is where you create your own team, or discover existing ones.



2. Select **Create a new team**, and then select **Build a team from scratch** or select **Create from...** to build an all-new team or create from an existing group respectively.

A screenshot of a cell phone

Description automatically generated

3. Select **Private** if you'd like people to request permission to join, or select **Public** if anyone in your org can join.

4. Give the team a name and add a short description if you'd like.

5. Select **Create**.

6. Add members.

You can add people, groups, or even entire contact groups.

7. When you're done adding members, select **Add** and then **Close**.

**Create a Channel**

By default, every team gets a **General** channel, which is a good channel to use for announcements and information the whole team needs. To add more channels:

1. Select Select to see more options **More options...** next to the team name.

A screenshot of a cell phone

Description automatically generated

2. Select **Add channel**.

A screenshot of a cell phone

Description automatically generated

3. Enter a name and description for your channel.

You can build a channel around a topic, project, department name, or whatever you like.

4. Select **Automatically show this channel in everyone's channel list** if you want this channel to be automatically visible in everyone's channel list.

5. Select **Add**.

***2-minute video tutorial – Creating a Team and a Channel***

<https://support.office.com/en-us/article/video-get-your-team-up-and-running-702a2977-e662-4038-bef5-bdf8ee47b17b?wt.mc_id=otc_microsoft_teams>