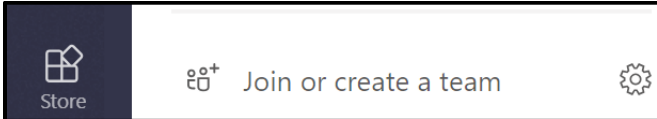


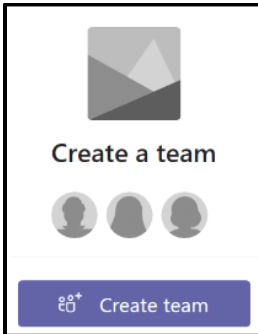
How to Create a New Team

Quick Reference Guide

1. Click on **Teams** on the left menu pane, then click on **Join or create a team** at the bottom left corner



2. Click on the **Create a team** tile



3. Enter the name for your team in the **Team name** field

Create your team

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

Team name
Office 365 Project Team

4. Enter a **Description** of your team

Description

A team site to collaborate for all Office 365 related topics

5. Select whether the team should be **Private or Public**

6. Click Next

Privacy

Private - Only team owners can add members

Private - Only team owners can add members

Public - Anyone in your organization can join

Create a team from an existing Office 365 group

7. Start typing in the name of the person to be a member of the team site

Add members to Office 365 Project Group

Start typing a name, distribution list, or security group to outside your organization as guests by typing their email

lisa

8. Once their details appear, click **Add**

Add members to Office 365 Project Group

Start typing a name, distribution list, or security group to add to your team. You can also add people outside your organization as guests by typing their email addresses.

9. By default, each person is added as a member. To make a person an Owner click the drop-down arrow next to **Member** and click **Owner**

Member ▾

Owner

Member

10. When you have finished, click **Close**

How to create a team from an existing Team

1. Click on **Teams** on the left menu pane, then click on **Join or create a team** at the bottom left corner
2. Click on the **Create a team** tile
3. Click on **Create a team using an existing team as a template**

Create a team using an existing team as a template

4. On the next screen, choose the team you want to copy and then click **Choose team**

Which team do you want to use as a template?

Training Test Site
 SharePoint Online Team
 DCP Deployments