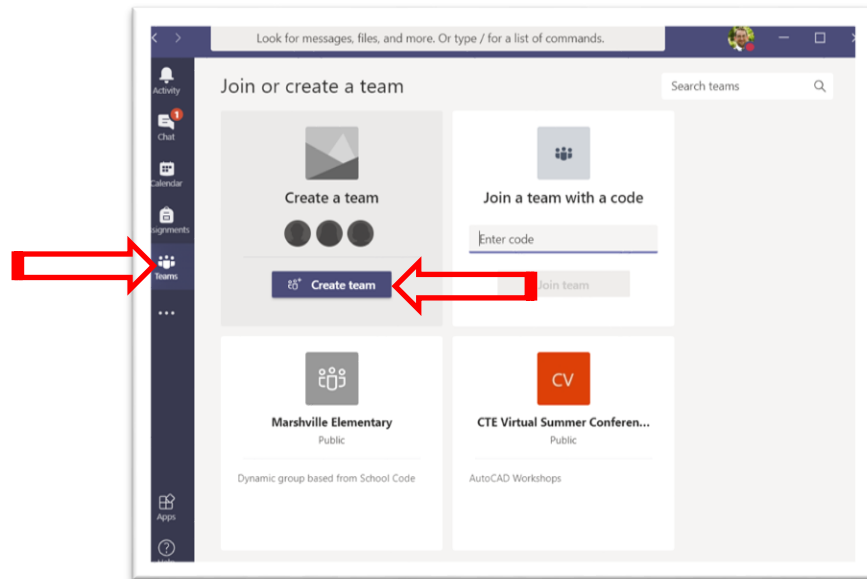


# CREATE A TEAM AND A CHANNEL

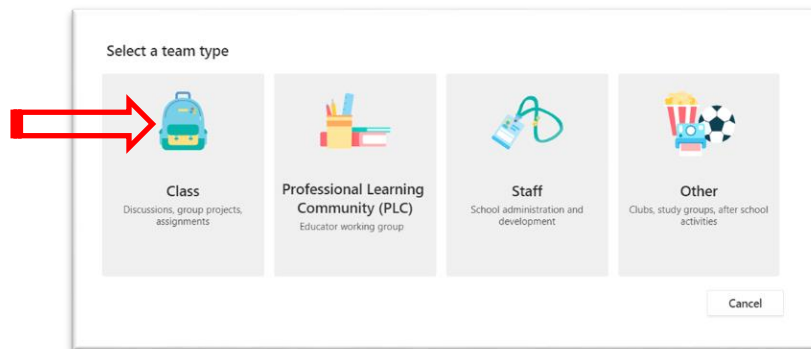
Created By: Technology Services

This document provides a walkthrough on how to create a Team and add channels for communication. Remember that meetings can only be scheduled using a Standard (public) channel.

1. Click on the **Teams sidebar** item.
2. Select **Create a Team**.



3. Select the type of team to create. [Click here for a comprehensive breakdown of each type](#)
  - Class: Teachers and students collaborating on group projects, assignments, and more.
  - PLC: Educators collaborating within a professional learning community.
  - Staff: Staff leaders and staff members collaborating on school administration and development.
  - Other: Students and school employees collaborating in interest groups and clubs.
4. For this example we will choose **Class type**



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5. **Name** your team
6. Add a **Description** if you wish.
7. **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  
A team for my team

Description (optional)  
This is a class type team to organize thoughts and communication with students

Create a team using an existing team as a template

Cancel Next

8. **Search** and add **Students**

**Add people to "A team for my team"**

Students Teachers

Search for students Add

Start typing a name to choose a group, distribution list, or person at your school.

Profile icons and 'x' icons

9. **Search** and add **Teachers**

**Add people to "A team for my team"**

Students Teachers

Ashley McAdams x Add

Start typing a name to choose a group, distribution list, or person at your school.

10. Now the team is created. Find the **team** under the team sidebar.

11. Click the **elipsis ...**

12. **Add channel**

**Teams**

Your teams

- UCPS Technology Services
- UCPS Staff Team
- A team for my team
- General

Context menu options:

- Hide
- Manage team
- Add channel
- Add member
- Leave the team
- Edit team
- Get link to team
- Manage tags
- Delete the team

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13. There are two types of channels:

- **Standard** channel will include everyone in the team. All discussions in the channel will be viewable by all team members. This is a public channel.

Create a channel for "A team for my team" team

Channel name  
Public Channel

Description (optional)  
Everyone in team can view this channel

Privacy  
Standard - Accessible to everyone on the team

Automatically show this channel in everyone's channel list

Cancel Add

- **Private** channel will include only those team members that you select.

Create a channel for "A team for my team" team

Channel name  
Private Channel

Description (optional)  
Only those I select in the team can view this channel

Privacy  
Private - Accessible only to a specific group of people within the team

Cancel Next

- Add members to the Private Channel

Add members to the Private Channel channel

Students Teachers

Search for students Add

Start typing a name to choose a group, distribution list, or person at your school.