

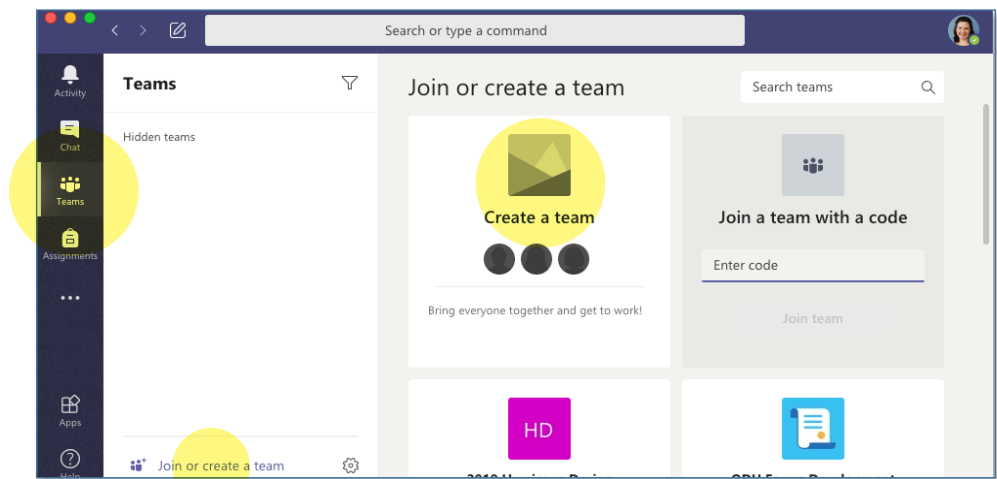
Microsoft Teams: Creating Teams

Microsoft Teams is a collaboration platform that combines persistent chat, file collaboration, instant messaging and meetings in a single platform. Teams is part of ODU's Office 365 and is available to all faculty, staff and students.

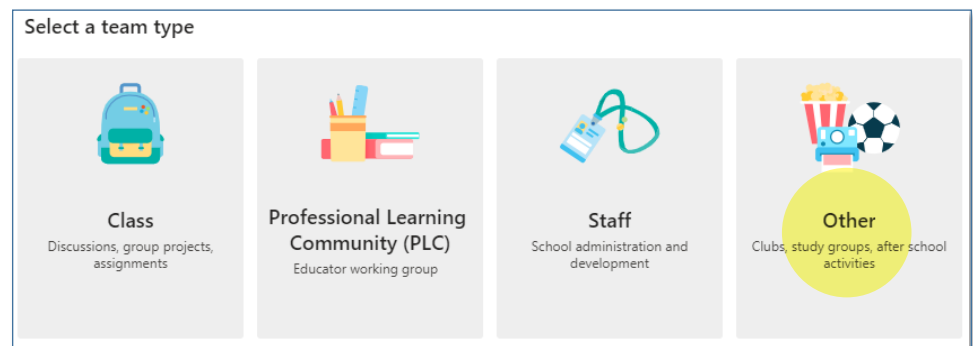
Teams is installed on all ODU managed machines, and available on Windows, Mac, iOS, and Android.

How to Create a Team

1. Click the **Teams** button on the left side of the screen, then click **Join or create a team**.
2. Click **Create a team**.



3. Select the type of team. We recommend choosing **Other**. This is the simplest and most flexible type of team.






4. Give your team a name and description, and decide if you want your team to be private or public. (We recommend you make teams private so you can control who has access.) Click **Next**.

Create your team


Educators or students can create teams to work together on any shared goal, project, or activity.

Team name

Description

Privacy

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

[Create a team using a group set up by you or Old Dominion University](#)