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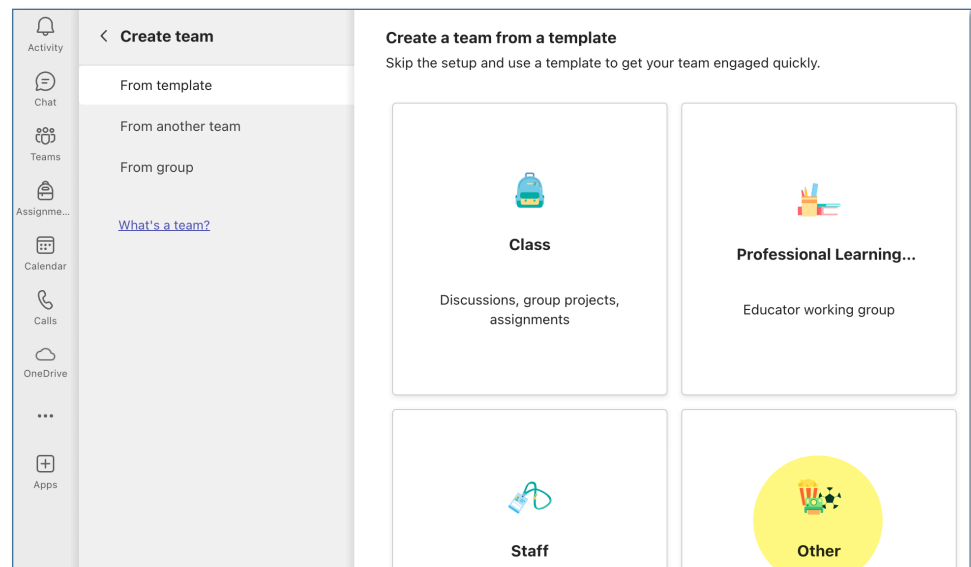
Teams is installed on all ODU-managed machines, and available on Windows, Mac, iOS and Android.

How to Create a Team

1. Click the **Teams** icon on the left side of the screen, click the **+** button, then click **Create team**.
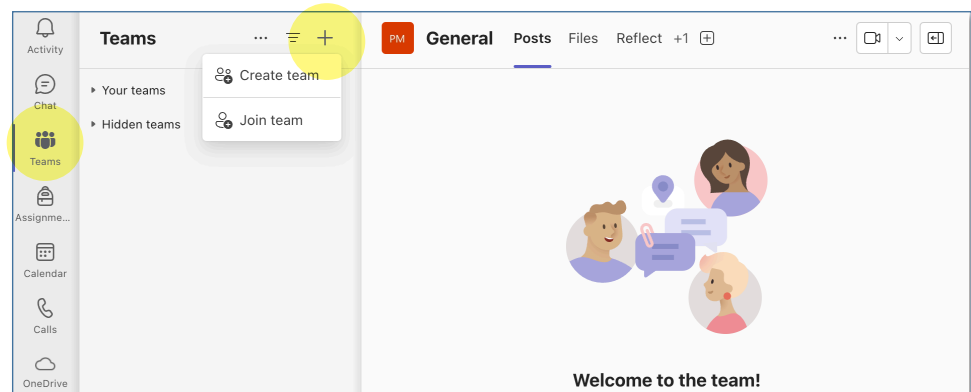
2. Select the type of team. We recommend choosing **Other**. This is the simplest and most flexible type of team.

3. Decide if you want your team to be private or public. (We recommend creating private teams so you can control who has access.) Click **Next**.

> **What kind of team will this be?** ✕
>
> Privacy
>
> 🔒 **Private**
> People need permission to join
>
> 🌐 **Public**
> Anyone in your org can join

4. Give your team a name and click **Create**.

> **Some quick details about your private team** ✕
>
> Team name
>
> My New Team ⊘
>
> Description
>
> Let people know what this team is all about
>
> ‹ Back   **Create**

5. Add members to your team by typing in their names or email addresses.

> **Add members to My New Team**
>
> 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. People outside your org will get an email letting them know they've been added.
> Learn about adding guests
>
> Type a name or email
>
> BC Big Blue ⊙   Members ⌄ ✕
>
>   Skip   **Add**