Creating a Team in Teams

Once you are logged into portal.office.com, selected Teams from O365, and click on Teams on the left-hand column

1. Click on “Join or create team”
2. Click on “Create team”
3. Click on “Staff”
4. Select a “Name” for your Team
   a. To keep things organized, name your Team using the convention “LAW-teamname“
5. Select whether you want your Team to be Private or Public
6. Add people to your Team, click on “Add”