SYSTEMAGIC
DOING IT DIFFERENTLY

MICROSOFT TEAMS

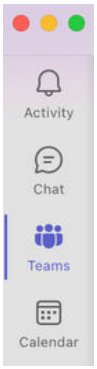
HOW TO CREATE A NEW TEAM/ CHANNEL

Creating a New Team in Microsoft Teams

Microsoft Teams is a great tool for collaboration, allowing you to organise projects, departments, or discussions within teams and channels.

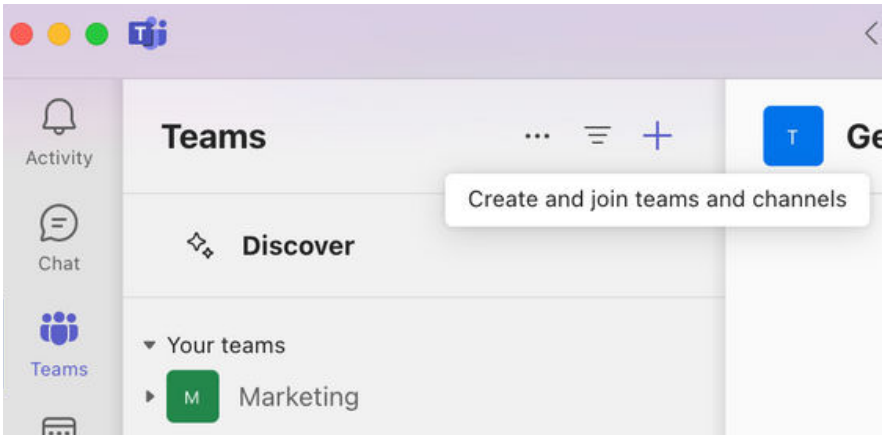
Here's how you can easily create a new channel or team to stay organised and improve productivity.

Open Microsoft Teams



Launch Microsoft Teams either through your desktop app or web browser. Once open, head to the 'Teams' tab on the left hand side of the screen.

As shown here.



Click on the '+' next to teams and choose whether you want to create a new team or channel.

What's the difference?

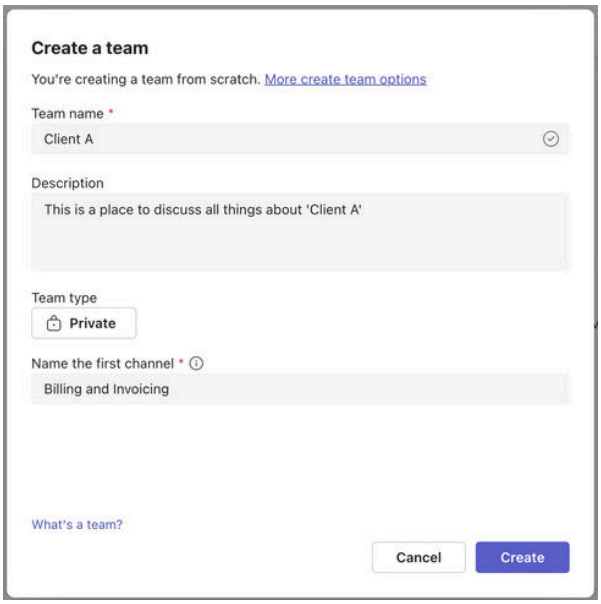
A 'team' is a group of people, whereas a channel acts as a 'folder' and focuses on a particular topic.

For example, you could have a 'Marketing Team', with the following channels:

- General
- Campaign Planning
- Content Creation
- Social Media
- Email Marketing
- Design

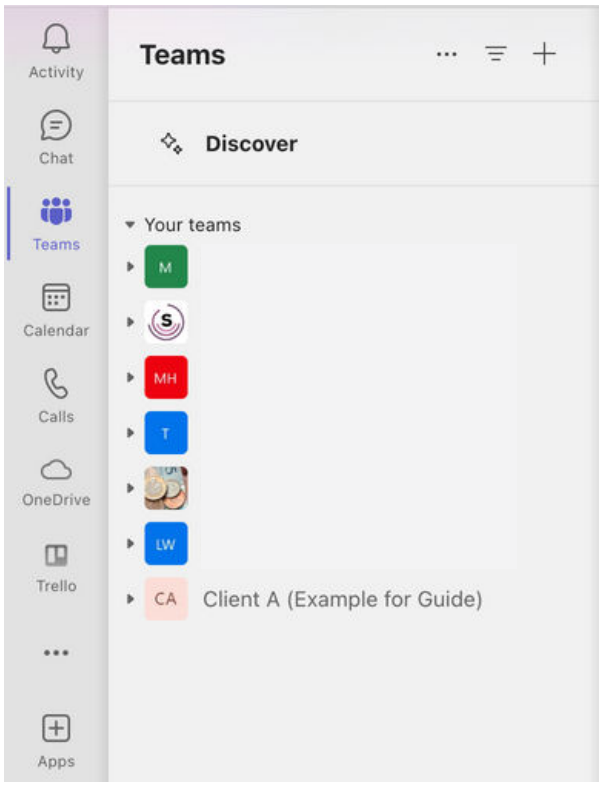
While the team can access all of these channels, they keep conversations streamlined and easier to manage/find information.

Creating a Team



When you choose to create a team, a popup will appear asking you to set a team name, provide a description, choose your team type and name your first channel.

In this example, we have set up a team dedicated to just 'Client A'. Team members will include anyone who works on this account and to join they must be invited.

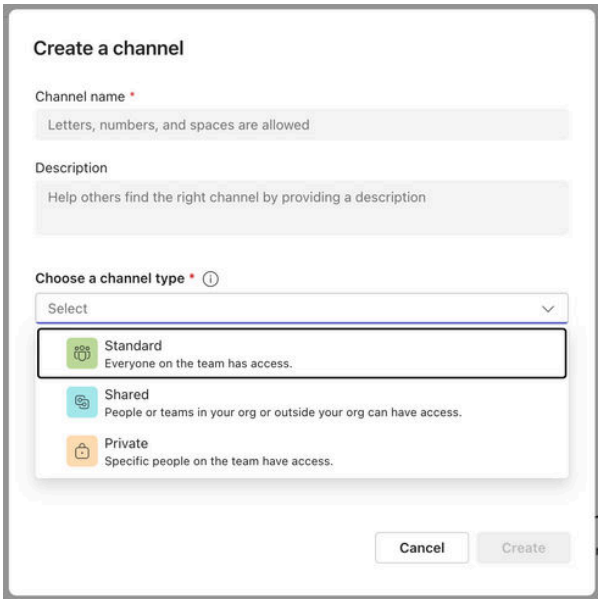


Once you've created a team, it will appear along the left hand pane under the 'Teams' tab.

When you hover over the team, 3 dots will appear to the right.

If you click the three dots, you will be able to manage the team, create channels and add or remove team members.

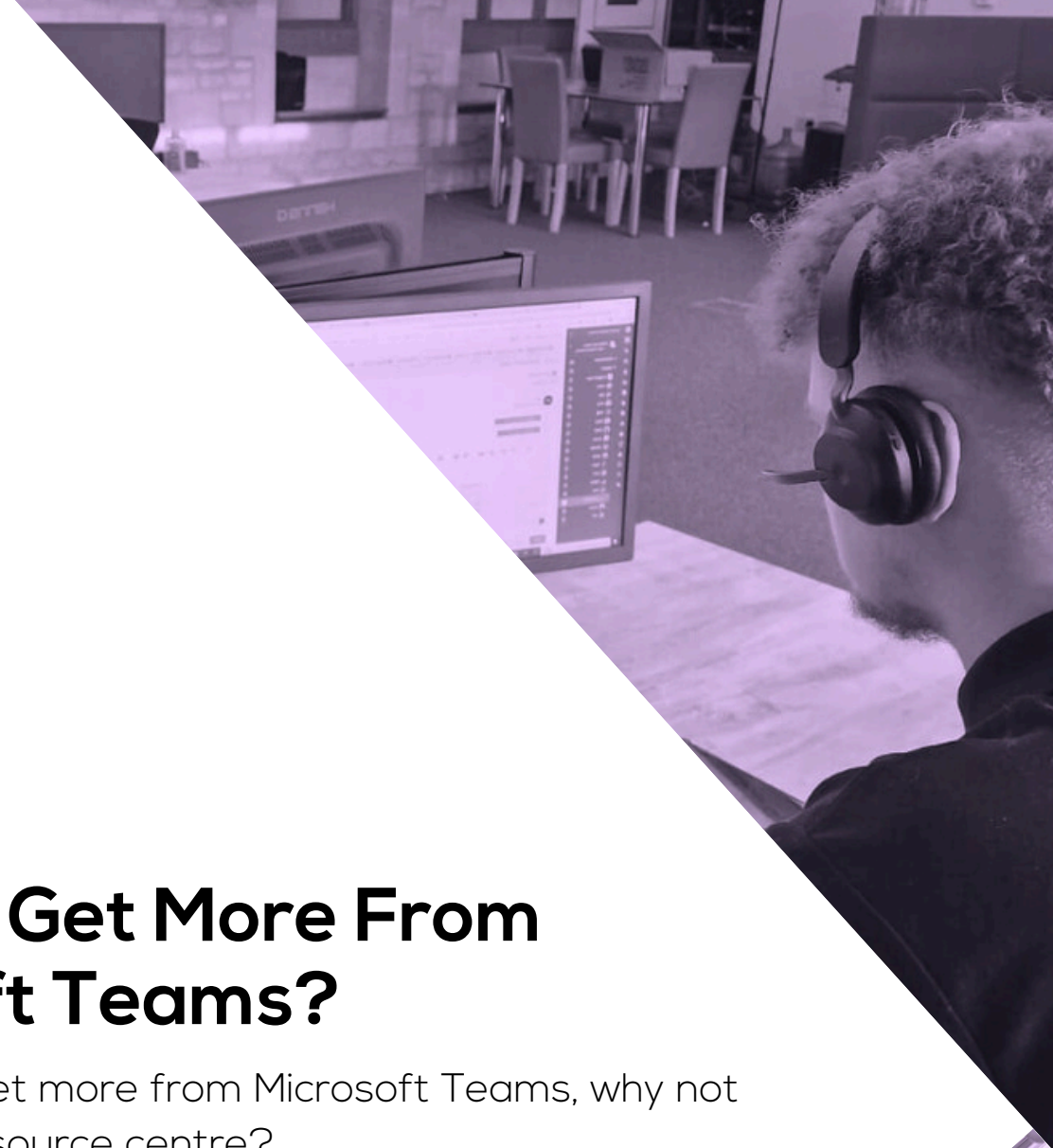
To add a new channel, click on the three dots and then 'Add Channel'.



Another popup will appear. The great thing with channels is that you can make them private and also shared.

This means that you could have a channel with users outside of your org, as well as a private channel with specific users and only those with access permissions can see messages and files.

Once you provide a channel name and choose the channel type, it will appear under the Team tab as mentioned in the previous step.



Want to Get More From Microsoft Teams?

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