Creating a new team in Teams

A team is where a group of people can collaborate and chat in their own space in Microsoft Teams. You can have teams for all sorts of things, from functional work teams to social activity teams. Each team has massive 250TB of storage.

To create a new team, navigate to the Teams tab and click Join or create team in the top right.

Click Create team, in the top left.

You’ll now have the option to name the group, give it a description and set its visibility. All teams within Teams have the prefix Grp- and you can’t change that.

There are two options for Team visibility. Most teams will be set to private, which means that only those who the owners add can join the team. You can also create public teams if you wish, which anyone in the university is able to join freely.

There are three ways of inviting someone to a team. You can add them manually, invite them with a code or send them an invite link.

Manually adding
You may want to add someone to a team manually when you only want to invite a small amount of named people to a team.

• Click the three dots ... beside the team name.
• Click add member. Type the name of the person you want to add and select them from the drop-down list.
• Click add.
• You should see them appear below the search bar. Here you can see their role in the group.

Inviting with a link
This is preferable if you need to invite a large amount of people. With a link, users only need to click the link and wait for their join request to be accepted by a team owner.

• To find your joining link, click the three dots by the team name and click get link to team.
• This will come up with a window with a URL. Click copy and you can now send your link to anyone to join.

Inviting via a code
The user does not have to wait for a join request to be accepted by an owner, as there are no join requests when using a code. However, users have to know how to enter a code.

• To generate a code, click the three dots by the team name and click manage team.
• From there, click settings.
• Under Team code, click generate.
• You can share this wherever you please, but be aware that anyone with this code can join.

Now you’ll need to choose the type of team you want to set up. If you are unsure which team type to use, select Other - this creates a space without apps pre-configured, giving you the most freedom to customise it as you wish. You cannot change your team type later on!

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