There are some guidelines you should follow when setting up new teams in Microsoft Teams.

- All team names will have Grp- appended to the start of the name you select; this is due to system configuration and cannot be overridden.
- Other members of the team cannot rename the Team or reorganise the team into a sub-folder; the name needs to be clear and easy for all team members to identify.
- If you have several teams that are likely to have similar names, either:
  - Keep the names short and always have a unique identifier near the start of the name, e.g. Grp-Marketing social media and Grp-Marketing websites; or
  - Consider only using one single team but creating multiple channels within that team; you can restrict channels so they can only be visible to certain team members (for guidance on channels, see the Communication and collaboration with Microsoft Teams online course).
- Team names should not be offensive or misleading.
- There is no reservation system for team names, they are available on a first come, first served basis.
- If your team only contains staff from one department, you should use that departments name in the team name e.g. Grp-ISS Digital Skills Training.