



Microsoft Teams

Creating a Teams Site Guide

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Microsoft Teams

Teams is a collaboration app available through Microsoft 365 which has been designed for groups of people who work together regularly. Its greatest benefit is instant communication amongst the group and the ability to share information and files easily all in one centralised place.

Important Guidelines for setting up a Teams Site

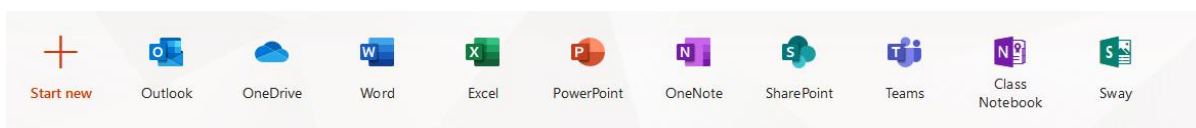
There are some important items to note before you setup your Team Site

- Teams names will be created with the prefix 'TCDGroup-'
- Teams should always be created as 'Private' Teams
- Each Team should have 2 owners so that more than 1 individual can manage the Team e.g. adding users
- The College reserves the right to remove any Team with an inappropriate or misleading name e.g. "TCDGroup-kick-ass-Team"
- An expiry of one year will be set on all Teams. Owners will have the option to renew the Team to retain it after 1 year. Owners will be emailed with a renewal option 30, 15 and 1 days before expiry.
- Schools and Departments should coordinate locally to ensure that multiple team sites are not setup for the same purpose.

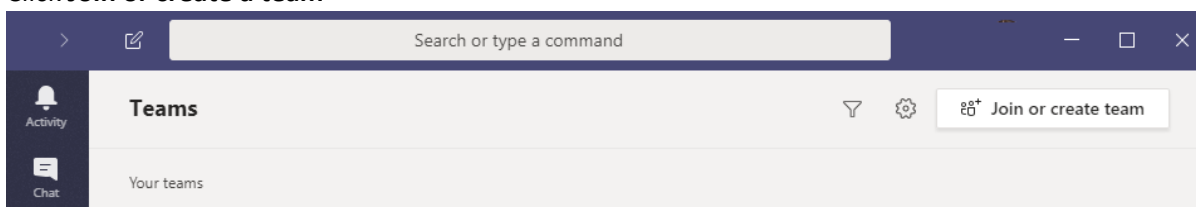
Create a Microsoft Teams Site

To create a Microsoft Team Site, follow these steps:

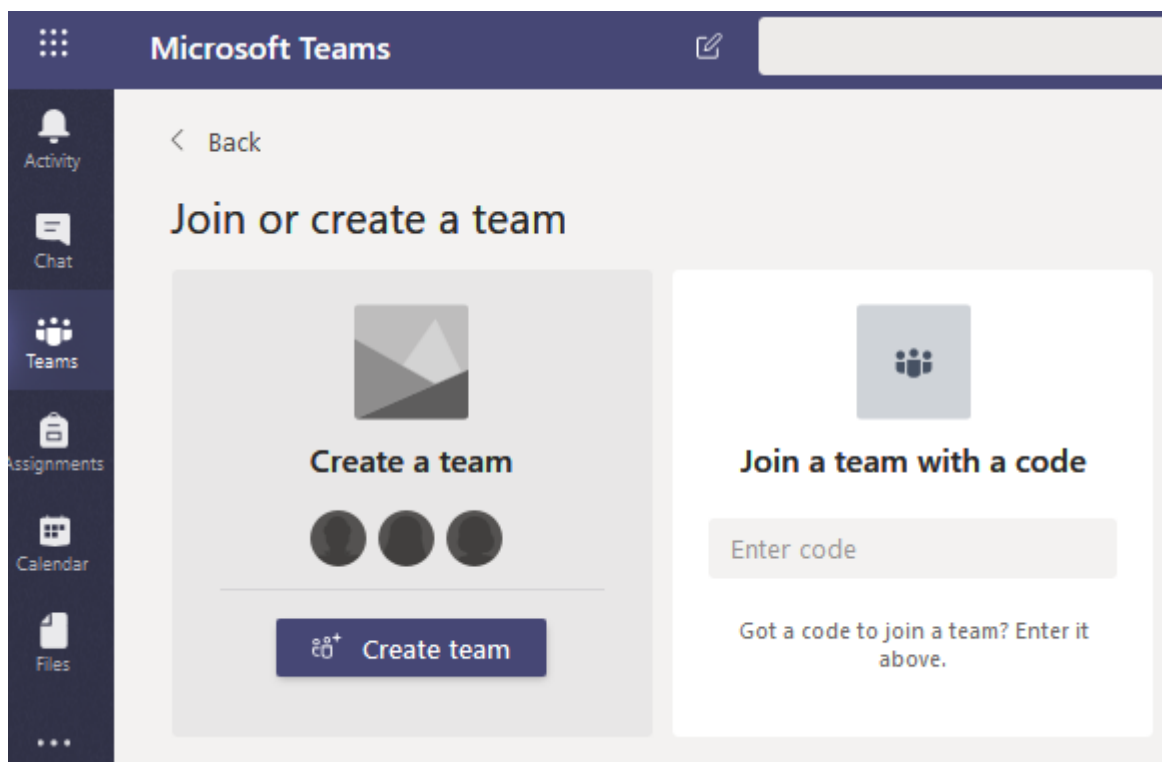
1. Open office.tcd.ie in a web browser
2. Click on the Teams App



3. Click **Join or create a team**







4. Click **Create a team**.



5. Click on **Staff**

Select a team type

 <p>Class Discussions, group projects, assignments</p>	 <p>Professional Learning Community (PLC) Educator working group</p>	 <p>Staff School administration and development</p>	 <p>Other Clubs, study groups, after school activities</p>
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6. Enter your Teams details

Type a **name** for your team

Under **Privacy** select Private – **Only Team Owners can add members**

Create your team

Staff leaders are owners of staff teams and add others as members. Each staff team allows you to communicate, share important documents, and set up a Staff Notebook to track common administrative goals.

Name

IT Services Team



Description (optional)

For IT Services Communications

Privacy

Private - Only team owners can add members



[Create a team using an existing team as a template](#)

Cancel

Next

7. Click **Next**

Adding People to your Teams Site

To add people to your Team, follow the steps below

1. Type the **name** of an individual who you would like to add to your team
2. Click **Add**

Add people to "IT Services Team"

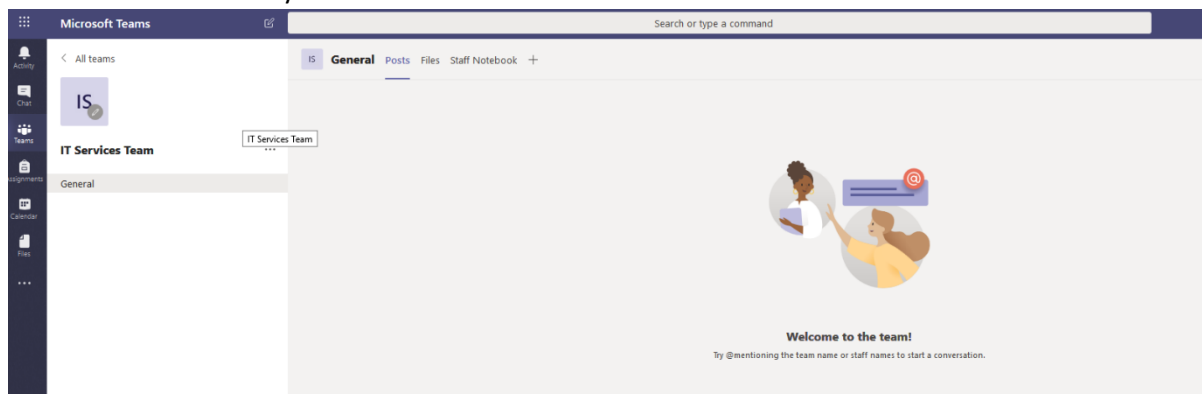
Start typing a name, distribution list, or security group to add to your team. You can also add people outside your organization as guests by typing their email addresses.

Joe Bloggs

Add

Skip

3. Your **Team** is now ready to use



Additional Information about Teams

Additional information about Teams is available on our Website

- [Teams \(Microsoft 365\) - Ultimate Guide to using Teams](#)
- [Teams \(Microsoft 365\) - tips & tricks to making the most out of Teams](#)
- [Training for Teams \(Microsoft 365\) through Microsoft support site](#)
- [Training for Teams \(Microsoft 365\) through LinkedIn Learning](#)