

# How to Create A Microsoft Team

1. Launch the **Microsoft Teams** App on your desktop go to (teams.microsoft.com) in your web browser.

2. Select **Teams** > Join or create a team.



3. Select **Create team** > **From a template**

4. **Select a template type** (Class, Professional learning Community, Staff, **Other**)



5. In this scenario we will use the **Other** template as it offers the most flexibility.

6. What kind of **Team** > Select **Private** (*ideal choice*) if you'd like to add people yourself or have them request permission to join. Select **Public** if anyone in your organization can join.

7. Enter Information about your **Team** > **Team Name** > **Description** > **Create**.

A screenshot of a dialog box titled "Some quick details about your private team". It contains a "Team name" field with the text "Data Governance", a "Description" field with the text "This teams site focuses on ensuring the quality, security, and availability of departmental data.", and a "Customize channels" link. At the bottom, there is a "Back" button and a "Create" button.

8. You have successfully created a Microsoft Teams Site called Data Governance.