Create or join a team:

1. Sign-in to one of the following:
   a. The website teams.microsoft.com
   b. The Teams installed program
2. Click on “Teams” on the left then “All Teams” towards the top.
3. In the top right click on “Join or create team”
4. To join a team enter the team code that was sent to you.
5. To create a team click on the “Create Team” button, it will show up after hovering the area.
a. Then select the team type you would like to create.

b. Give the team a Name and Description and be sure to set the Privacy then click "Next"

c. Add anyone you would like to the Team at this point. The dropdown next to their name will also allow you to set them as an Owner. By default you are the only Owner.

d. Click on the "Close" button when completed