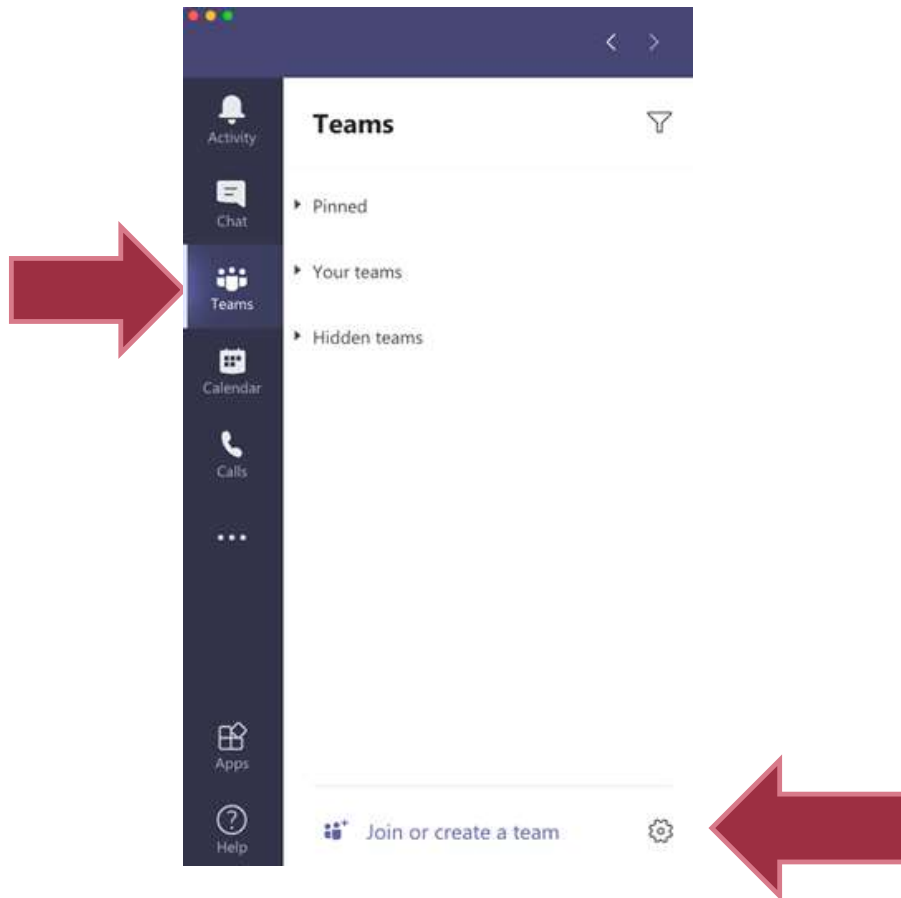


# Create a Team and Channels




**Step 1**  
**Select “Join or create a Team”**


# Step 2 Create a Team




Join or create a team



Create a team



Bring everyone together and get to work!



Join a team with a code

Got a code to join a team? Enter it above.

## Select a team type



**Class**  
Discussions, group projects,  
assignments



**Professional Learning  
Community (PLC)**  
Educator working group



**Staff**  
School administration and  
development



**Other**  
Clubs, study groups, after school  
activities



**Choose "Other"**

Cancel

## Create your team

Educators or students can create teams to work together on any shared goal, project, or activity.

Team name

Description

Privacy

Private - Only team owners can add members

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

[Create a team using a group set up by you or Nova Scotia Community College](#)

Cancel

Next

## Step 3

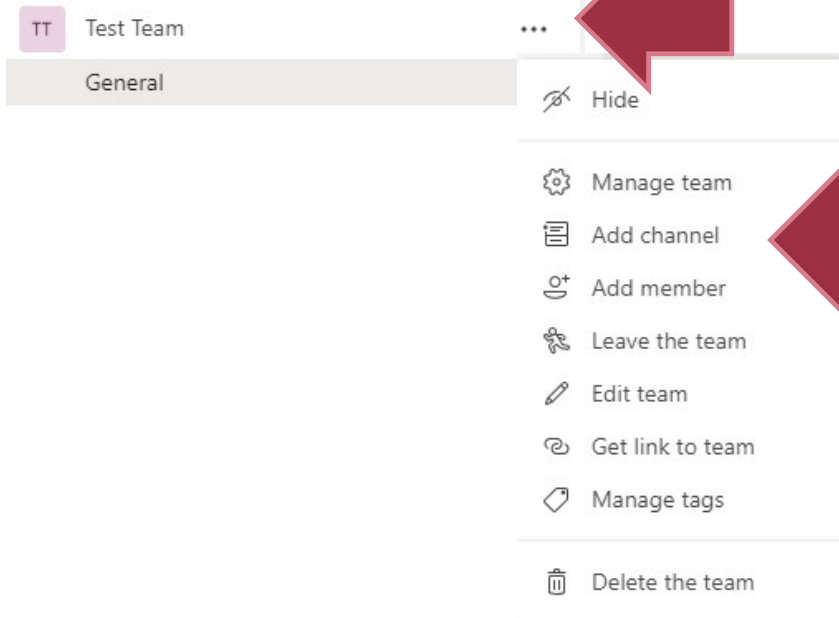
**Give your Team a name**

**Leave the privacy as Private**

**Create a Team using a group (outlook or 0365) if you already created one**

**OR**

**Select "Next" to add students**



## Step 5

**Add channels to your Team by selecting the 3 dots beside the Team name. Then choose “Add Channel.”**

## Step 6

**Give your Channel a name**

Create a channel for "Test Team" team

Channel name

Group 1 Discussion Area

Description (optional)

Help others find the right channel by providing a description

Privacy

Standard - Accessible to everyone on the team

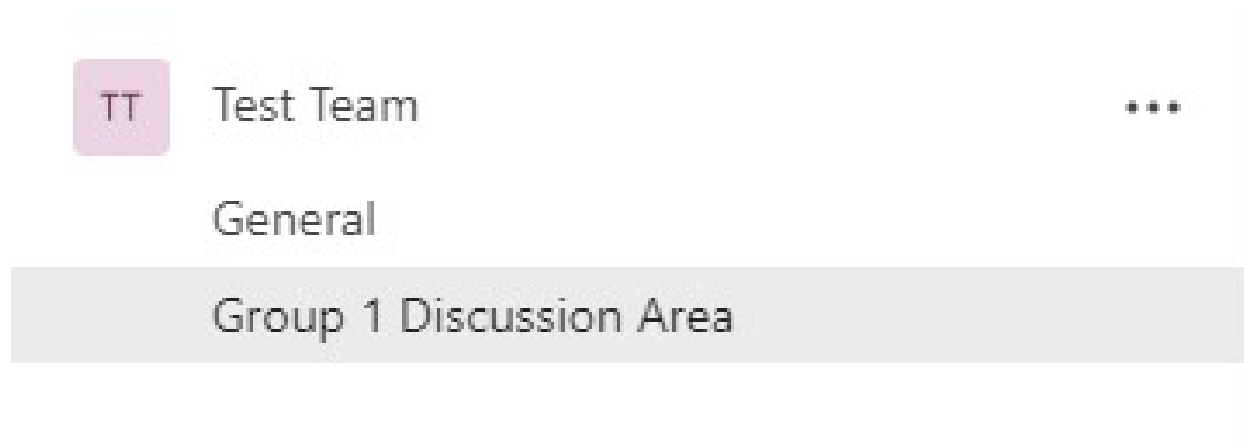
Automatically show this channel in everyone's channel list

Cancel

Add

**Leave the privacy as standard for anyone in the Team to use the channel. Set to Private if you only want specific students to access it**

**Select to show the channel in everyone's list or it will be hidden**



**Your Team and channel is  
created**