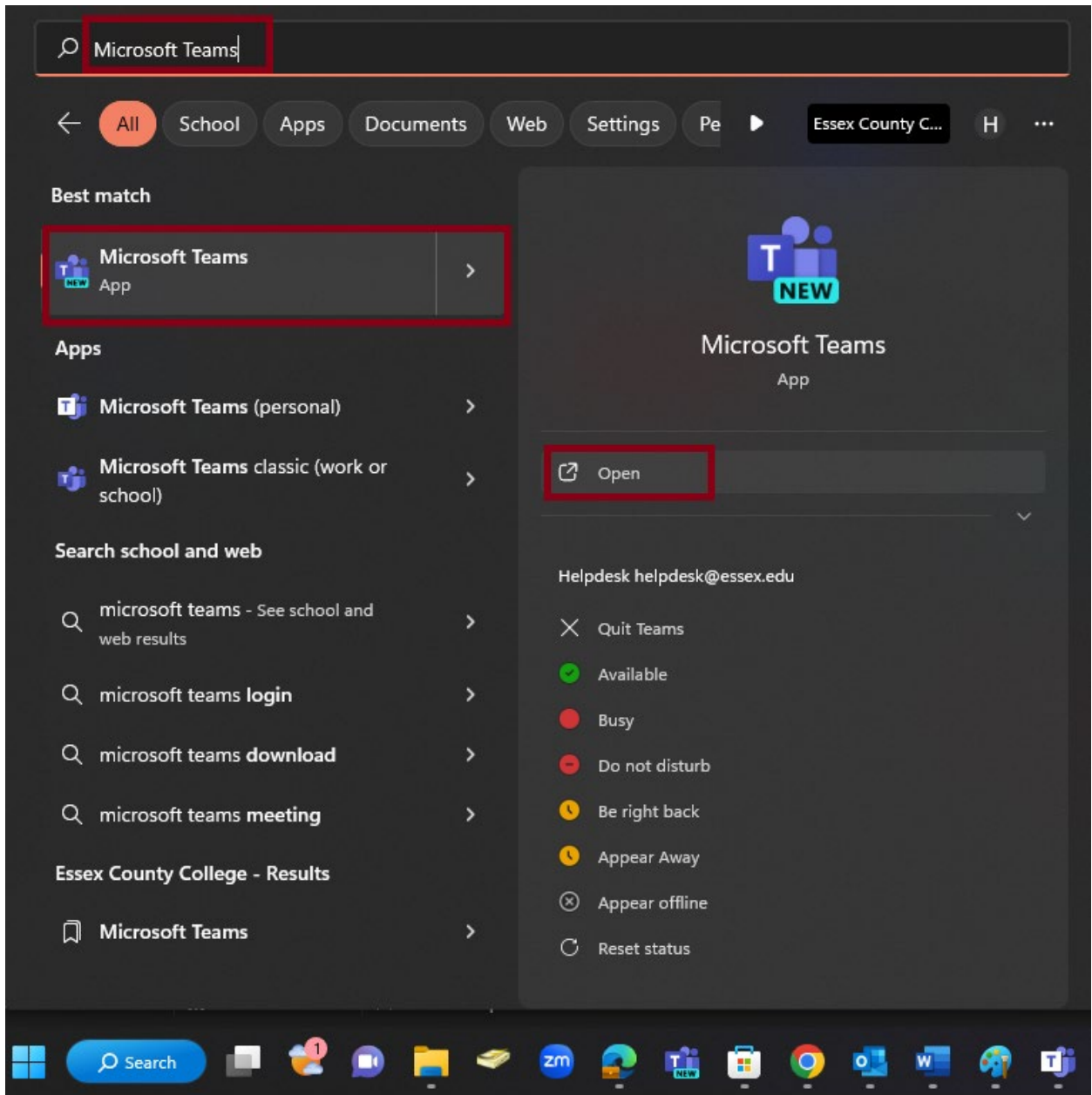
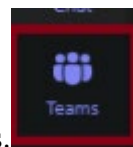


How Do I create a Team Via Teams Desktop App?

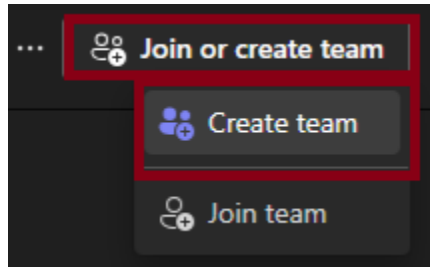
1. Open **Teams (New version)** Desktop App



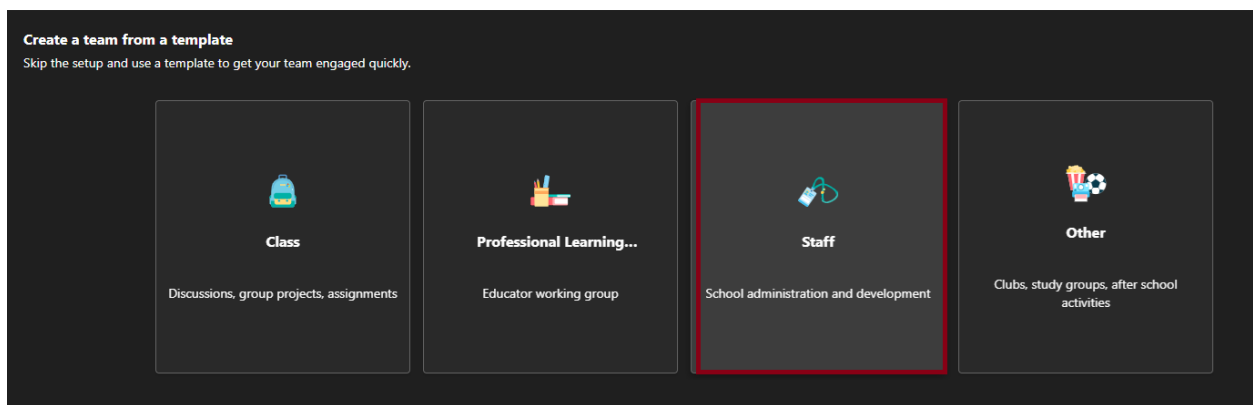
2. Select **Teams** in your left rail to view your teams.



3. Select **Join or create team** > **Create team** (located on the top right hand-corner)



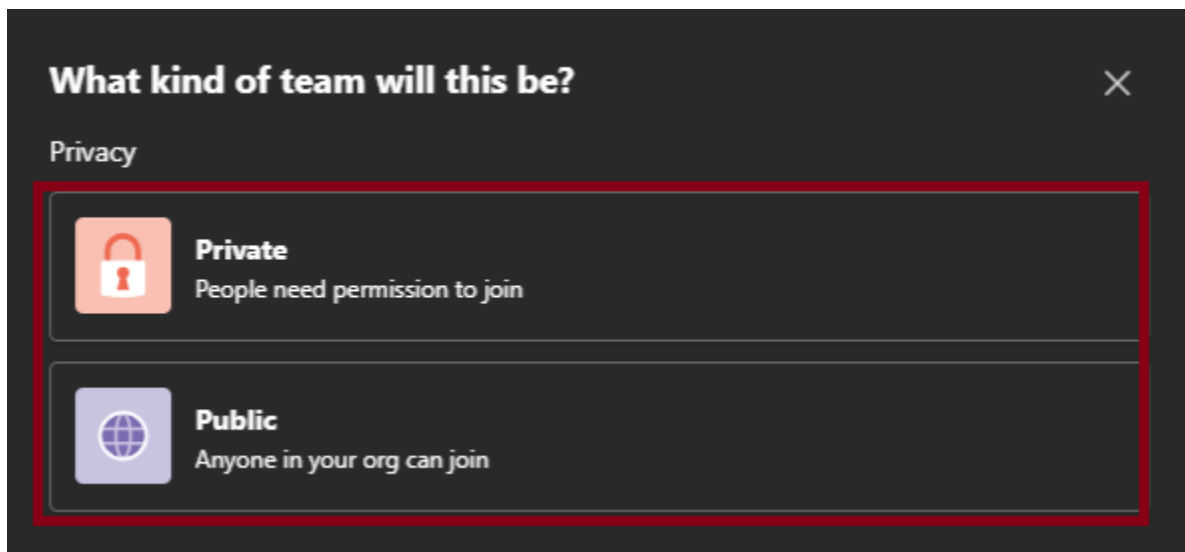
4. Select **Staff**.



5. Select **Use this template**

Use this template

6. Choose whether this is a **private** or **public** team.



7. Enter a name and optional description for your team, then select **Create**.

Some quick details about your private team ✕

Team name *

ECCITHelpdeskTeam ✓

Description

Let people know what this team is all about

< Back

Create

Add the Members to the Team, Click **Add**

Add members to ECCITHelpdeskTeam

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. People outside your org will get an email letting them know they've been added. [Learn about adding guests](#)

Type a name or email



Repairlab
repairlab@essex.edu

Member



Skip

Add