

Getting your team started with Microsoft Teams

Microsoft Teams is the chat-based workspace that is integrated with Office 365. It gives teams instant access to everything they need in a dedicated hub for teamwork where chat, content, people, and tools live together in Office 365. This guide is designed to help you, as an owner, get your team started in Microsoft Teams.

Roles

Owner(s) (max 100 owners per site) - Team owners can add and remove members. They can also edit and delete a team. They can set permissions for members, add/remove channels, tabs, and connectors, and change team settings and noise level.

Members (max 999 members per team) - Members can participate in conversations, add files, and view and interact with tabs within a team. Owners can grant additional permissions to members like the ability to add tabs.

Outside members (guest) - Currently, the ability to include members outside of your organization is not available.

Building your team

Connect or start a team

1. To create a team, select **Add team** at the bottom of the center pane, select **Create a team**.
2. To connect an existing Office 365 group you own (recommended so you don't have to migrate existing content), under **Add Microsoft Teams to an existing Office 365 group?**, select **Yes, add Microsoft Teams functionality**, select **Next**, select the group you want to connect, and then select **Choose team**.
–OR–

To create a new team from scratch, enter a name and description for your team, select **Private** (so only those invited can join) or **Public** (so anyone in your organization can join), select **Next**, add names or emails, and then select **Done**.

Office 365 Groups

Microsoft Teams is built upon Office 365 groups and provides a new way to access shared assets for an Office 365 group. If you connect an existing private Office 365 group to a team, the group's SharePoint team site will be connected.

When a channel is created in Microsoft Teams, it will create a new folder within the existing group's SharePoint document library. However, folders created previously within the group will not create a channel within the team space.

You can add tabs within the team space to access the existing SharePoint document libraries.

NOTE: *Currently, Outlook group conversations are not visible within Microsoft Teams. Groups in Outlook functionality remain unchanged. For more about groups in Outlook, visit [Learn about Office 365 groups](#).*

Adding tabs

You can add tabs to your team channels, so members can quickly access content stored within Office 365 applications. You can add tabs in any channel.

Add a tab for a SharePoint document library

1. Copy the URL for your SharePoint document library or a specific folder within the library.
2. From Teams, select a team channel.
3. Select **plus**  in the tab navigation.
4. Select **SharePoint**, and then select **Use a SharePoint link**.
5. Paste the URL into the **Library Url** box, select **Go**, and then select **Next**.
6. In the **Pick a document library** window, select a folder, and then select **Next**.
7. Name your new tab, and then select **Save**.

Add a tab for OneNote

1. From Teams, select a team channel.

2. To the right of your existing tabs, select **plus** .
3. In the **Add a tab** window, select **OneNote**.
4. Enter a name for your **OneNote** tab, and then select **Save**. A new tab will be added that displays a OneNote notebook section for your Team.

Note: You can only display one section of a OneNote notebook per tab. To display additional sections, repeat the steps above.

Add a tab for a Power BI Dashboard

1. From Teams, select a team channel.
2. Select **plus**  in the tab navigation.
3. Select **Power BI**.
4. In the **Power BI** window, select the Power BI report that you want to show in the tab.
5. Select **Save**.

Add a tab for Planner

1. From Teams, select a team channel.
2. Select **plus**  in the tab navigation.
3. Select **Planner**.
4. Name your plan.

NOTE: Existing plans created as part of an Office 365 Group cannot be connected.

Explore the Additional tabs available to connect other Office 365 applications.

Connectors

Connectors - Connectors are online apps, tools, and services (e.g., Twitter, Trello, or RSS) that your team may use to connect and collaborate, stay on top of current events, and track projects. They're integrated with Office 365 Groups, and take just minutes to add to Teams. Team owners can set up connectors.

Add a connector

1. From Teams, select a team channel.
2. Select the **ellipsis (...)** in the top bread crumb navigation, and then select **Connectors**.
3. Find the service you want to connect to your team, and select **Add**.

4. Follow the instruction in the window to complete the connection. Instructions may vary for each connector.

Permissions and settings

Work with your team to determine the appropriate permissions for your team space.

Change member permissions and settings

1. From Teams, select the **ellipsis (...)** next to the team name.
2. Select **View team**.
3. Select the **Members** tab, or for other team permissions, select the **Settings** tab.
4. Make your edits.

For more information

Microsoft IT Showcase

microsoft.com/itshowcase

Microsoft Teams

<https://products.office.com/en-US/microsoft-teams/group-chat-software>

Office Support

<https://support.office.com>

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