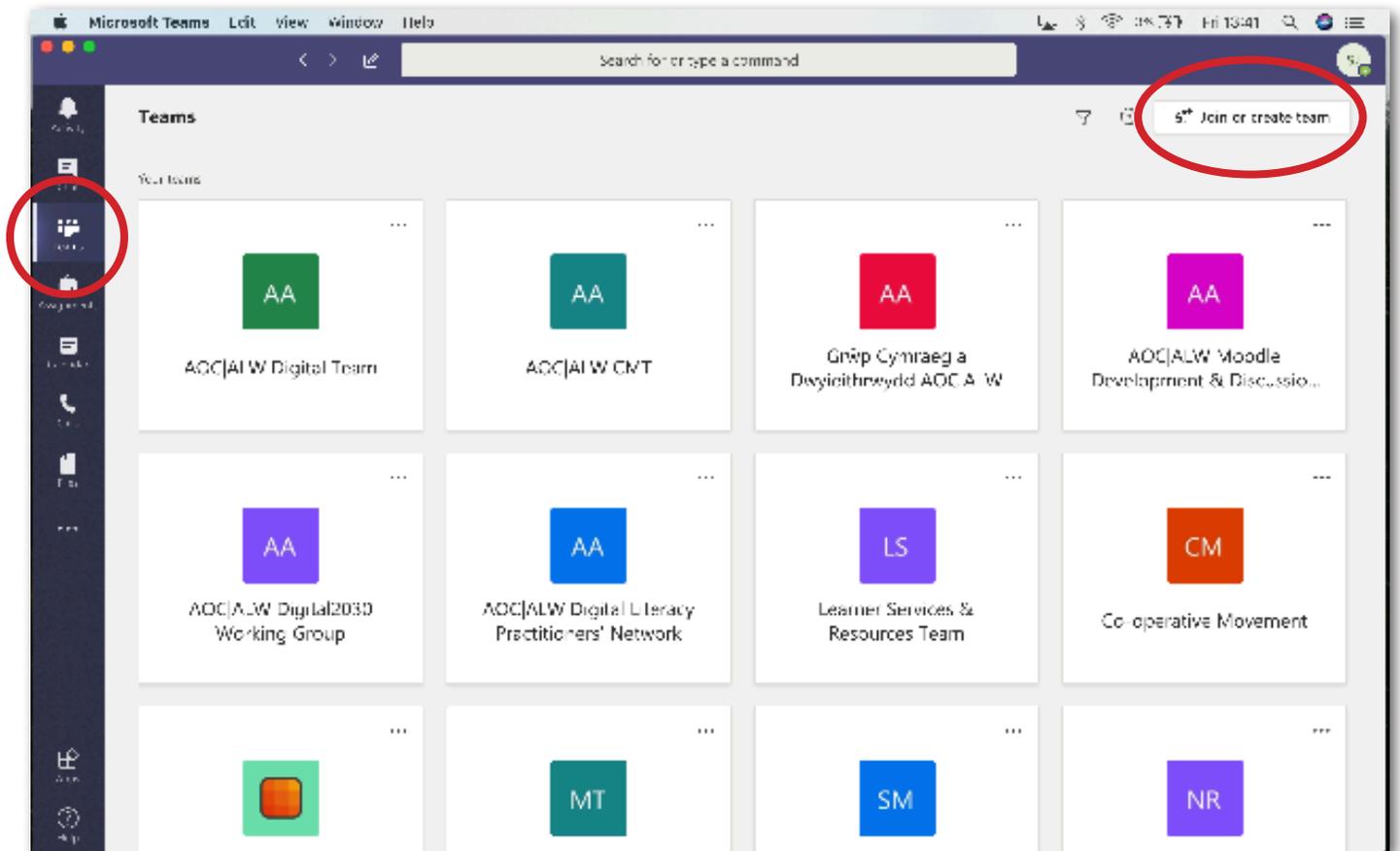
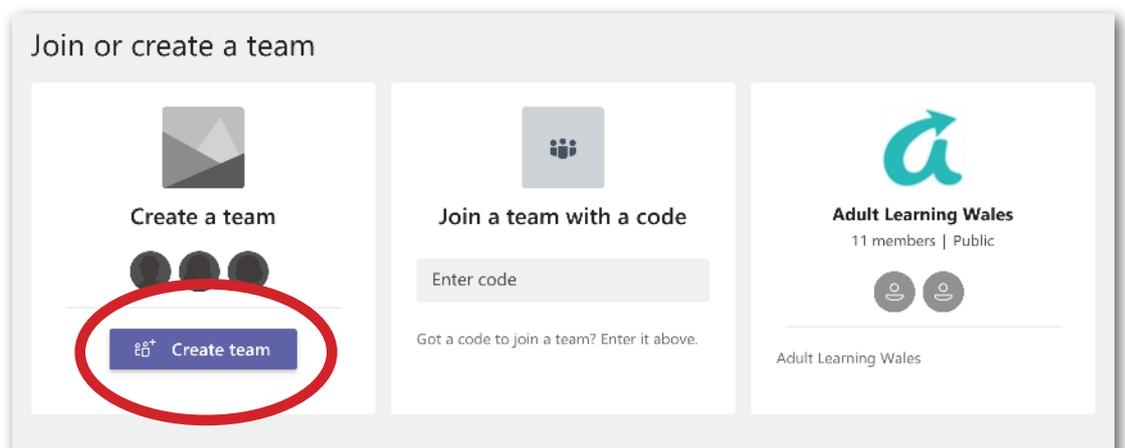


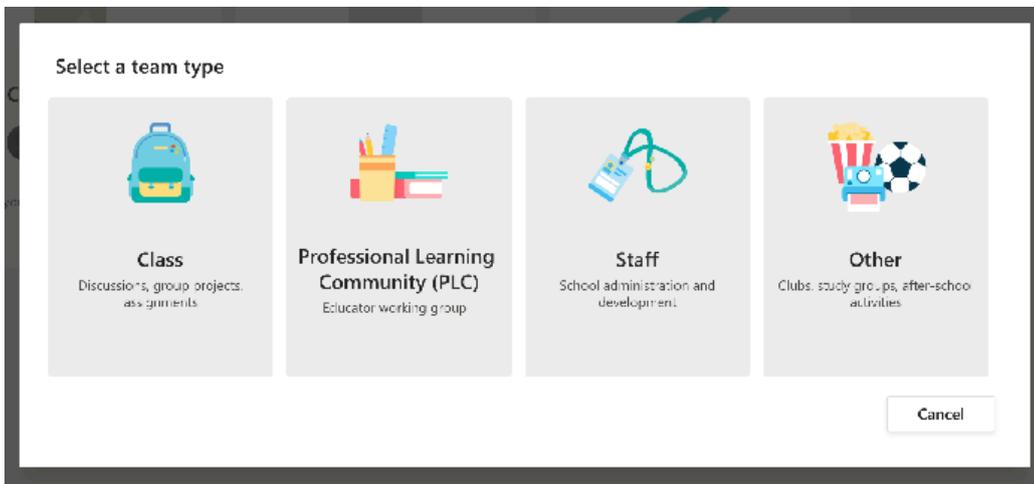


# MS Teams: How to Create a New Team



1. Open MS Teams
2. Click 'teams' (located on the left hand menu)
3. Click 'join or create team' (top right corner of the page)
4. Click 'Create team'

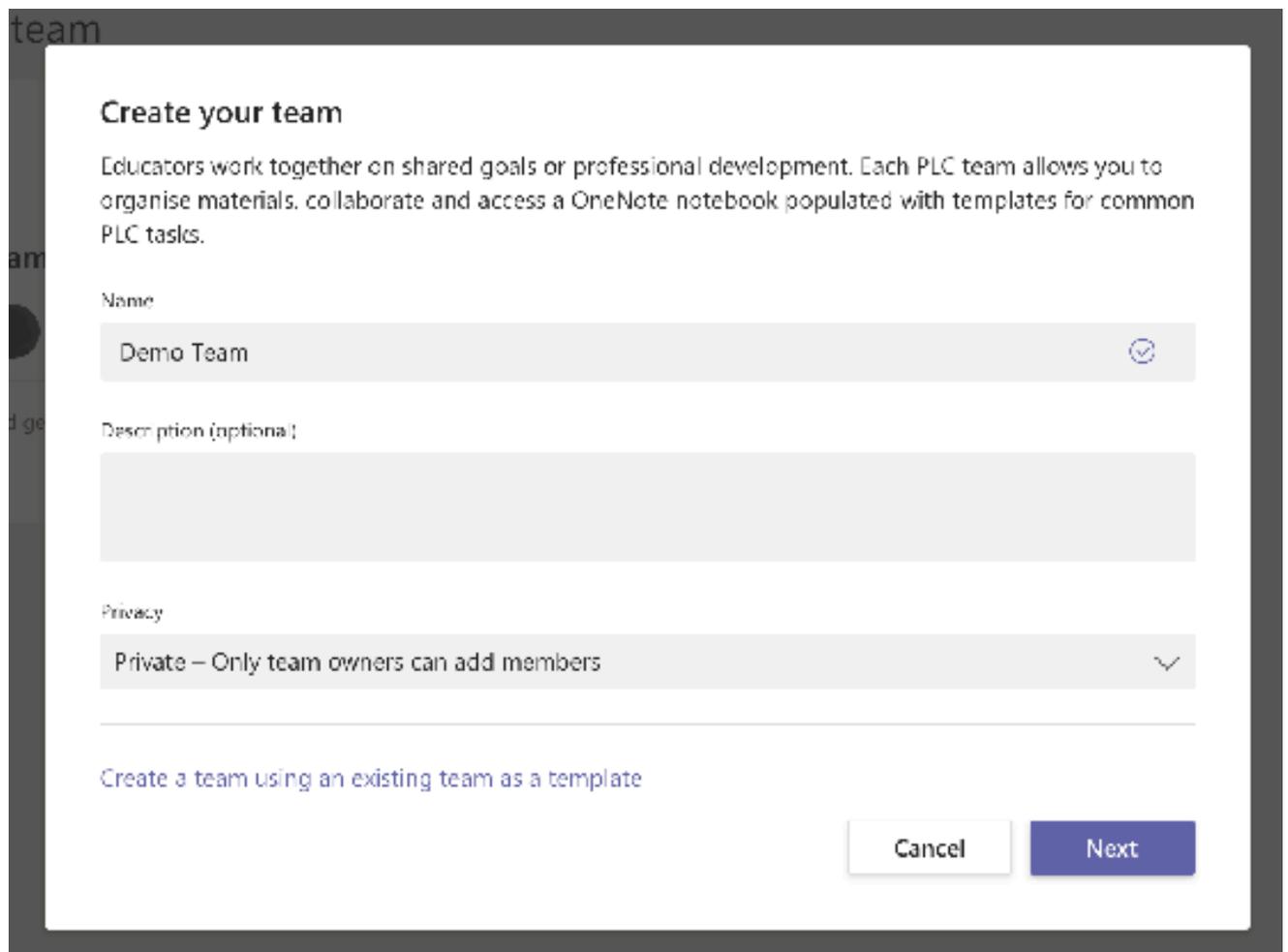


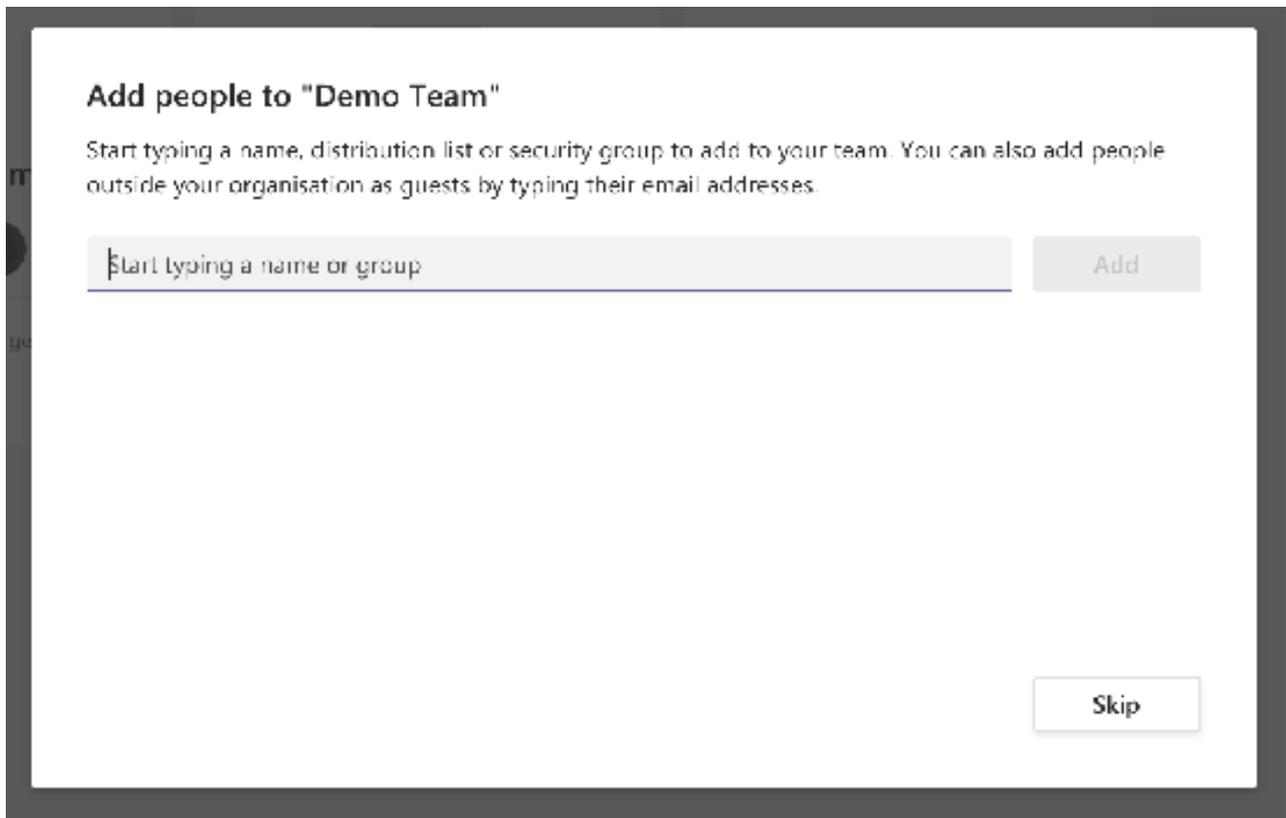


4. Select 'Professional Learning Community'.

(A 'PLC' team is more flexible as guest users can't be added to a 'Class' team).

5. Enter a name for the team, a description if needed, and select whether it is a private team (membership by invitation only) or a public team (any MS Teams users can join).





6. To add a staff member, type their name and select them from the search result.

To add a guest, type their email address and click 'add (email address) as a guest'.

