



K Micros	soft Teams Ecit View Window Help		L. L.	🖌 🖇 🗇 🕬 (1971) - Fri 13:41 - Q 🔕 😑 👘
•••	< > @	Search for or type a cor	nmand	
***** •••	Teams Year teams			√ G
Congressed Congressed Congressed Congressed Congressed Congressed	 AA AGC AI W Digital Team		 AA Grŵp Cymraeg a Dwyieithrwydd AOC A W	AA AOC ALW Moodle Development & Discussio
	AA AOC[ALW Digital2030 Working Group	AA AOC[ALW Digital L Ieracy Practitioners' Network	LS Learner Services & Resources Team	CM Co-operative Movement
H Ann Op		 МТ	 SM	NR

- 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'	Join or create a team			
			a	
	Create a team	Join a team with a code	Adult Learning Wales	
		Enter code		
	έ₿ ⁺ Create team	Got a code to join a team? Enter it above.	Adult Learning Wales	



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).

m Create your team	
Educators work together on shared goals or professional develop organise materials, collaborate and access a OneNote notebook PLC tasks.	pment. Each PLC team allows you to populated with templates for common
Name	
Demo Team	0
Description (optional)	
Privacy	
Private – Only team owners can add members	\sim
Create a team using an existing team as a template	Cancel Next

utside your organisation as guests by typing their email ad	d to your team. You can also add people. Idresses
βtart typing a name or group	Add

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'.

