

**Tags in Teams allow users to connect with a subset of people quickly and easily on a team. Create and assign custom tags to categorize people based on attributes, such as role, project, skill, or location.**

### **Creating and Managing Tags in Teams - Desktop**

1. Log into **Teams** and select the **Team** of your choice if you are an owner of multiple **Teams**.
2. Click on the **Ellipsis** to the right of your **Team** name.
3. Select **Manage Tags**.
4. If there are not tags in the Team, click **Create Tag**, in the **Create a New Tag** box, enter a tag name and add **People**.
5. Click **Create** after adding **People** of your choice.
6. Your **Tag** has now been created and should be displayed.