How to Create a Team if none exists – Desktop

Note: If you do not have an existing Microsoft 365 group or team, follow the steps below to organize and set up a Team. After your team is created, you will get a corresponding Microsoft 365 group, which includes a group inbox and calendar in Outlook, a SharePoint site, and OneNote.

1. Click Teams on the left side of the app, click Join or create a team at the bottom of your teams list.
2. Then click Create team (first card, top left corner).
3. Choose Build a team from scratch.
4. Next, choose what kind of team you want this to be:
   - To limit content and conversation to a specific set of people, choose Private.
   - For a community or topic that anyone in the organization can join, choose Public.
5. Name your Team and add an optional description.
6. When you are done, click Create.

Creating a Team from an Existing Team - Desktop

Note: If you want to control the same data, channels, and settings from an existing team to create a new Team, you can make a copy and then choose how your new team is organized and set up.

1. Click Teams on the left side of the app, then click Join or create a team at the upper right of your Teams list.
2. Click Create team at (first card, top left corner).
3. Select Create from (…), then choose Team Type.
4. Select Create a Team using an existing Team as a template. View the list of Teams that you currently own or is a member.
5. Select the Team you want to use as a template and click Choose Team.
6. Create a name for your new Team (delete copied Team name).
7. Use the check boxes to pick which parts of the Team you want to copy such as channels, tabs, settings, apps, and even members.
8. Select if your Team will be Private or Public.
9. When completed click Create.

Note: Private – Only Team Owners can add members
Public – Anyone in your organization can join
Creating a Team from an Existing Group - Desktop

**Note:** When you create a team from an existing Microsoft 365 group, you will automatically share the same group privacy (Public or Private) and members as the original group.

1. Click **Teams** on the left side of the app, click **Join** or **create a Team** at the upper right of your Teams list.
2. Then click **Create team** (first card, top left corner).
3. Select **Create a Team** using a group set up by you or CUNY.

   **Note:** You will be presented with a list of groups that you currently own, do not already have a team associated, and have less than 10,000 members.

4. **Choose a Group**, and a Team with the same name will be created automatically. The Team will share the same group privacy (public or private) and members as the original group.

Set Your Status Message in Teams - Desktop

**Note:** You can set your status message to include details you want others to see in Teams.

1. Go to your Profile Picture at the top of Teams and select **Set status message** to view your options.
2. Type the message that you want to show other people in the box. If you want to show people your status when they message or @mention you, select **Show when people message me**.
3. Choose when you want the message to stop displaying.
4. Select **Done** and to complete.