

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 organized 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.