



How to Create a Team – Mobile

1. Download and install the **Microsoft Teams app** from the **Play Store (Android)** and **App Store (iOS)** devices
2. After installation
3. Tap **Teams**  at the bottom of the app, then  icon in the top right corner. This will bring you to the **Manage Teams** screen.
4. Tap (+) to **Create a new Team**.
5. **Select a Template**

Note: Class – Discussions, group projects, assignments

Professional Learning Community (PLC) – Educator working group


Staff – School administration and development

Other – Clubs, study groups after school activities

6. Enter a **Team name**, add a **Description**, and choose its **Privacy Level**.
7. Add people in your organization by entering their CUNYfirst username to be added to the **Team**.
8. Tap the check mark when finish adding the individuals.
9. Your **Team** should now be displayed.

Set Your Status Message in Teams – Mobile

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

1. To view your options, tap **More**  and then tap **Set status message**.
2. Type the message that you want to show other people in the box.
3. If you want to show people your status when they message or @mention you, select **Show when people message me**.
4. Choose when you want the message to stop displaying.
5. Select **Done** and to complete.