How to setup a team in Microsoft Teams

1. Open an internet browser and go to https://mail.duke.edu
2. Login using your Duke NetID and password.

3. Click on the App launcher icon (3x3 block of dots) located at the top-left corner of the page.

4. In the App Launcher, click on the **Teams** icon.

5. On the Microsoft Teams main page, click on Join or create a team located at the bottom-left of the page.
6. Click on the Create team button located in the block titled Create a team.

7. Now click Other for the team type.

8. Enter a Team name and Description. Leave Privacy set to Private – Only team owners can add members. Then click the Next button.
9. Now search for and add members to the team. Then click the **Add** button. *Note that you will only be able to add users affiliated with Duke.*

![Add members to DHVI IT Team](image)

10. The team members that were added along with their team role (Member or Owner) will be displayed.

![Add members to DHVI IT Team](image)

11. Click the **Close** button.

12. Your team is now ready for use! To learn more about the features accessible in Microsoft Teams please see the Duke OIT training video at [https://warpwire.duke.edu/w/C_8CAA/](https://warpwire.duke.edu/w/C_8CAA/).