User Guide for Teachers
(MS Teams for Teaching)

- Creating a Team for Your Class

Note:
(1) Last updated date of this training document /video: 18 Aug 2021, version no.: 2.0
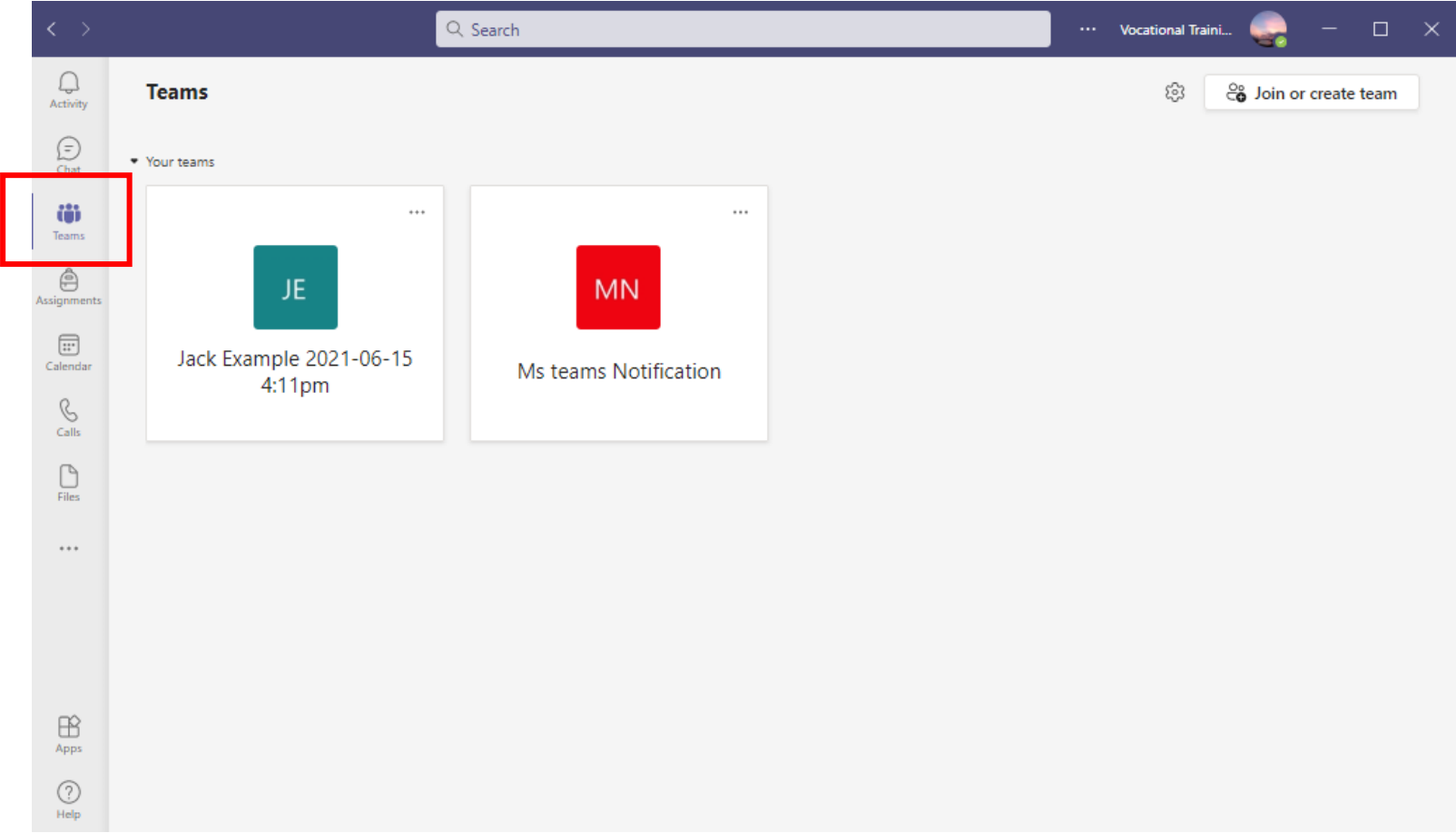(2) The user-interface (UI) shown in this training document /video may vary from the latest look of Teams app.
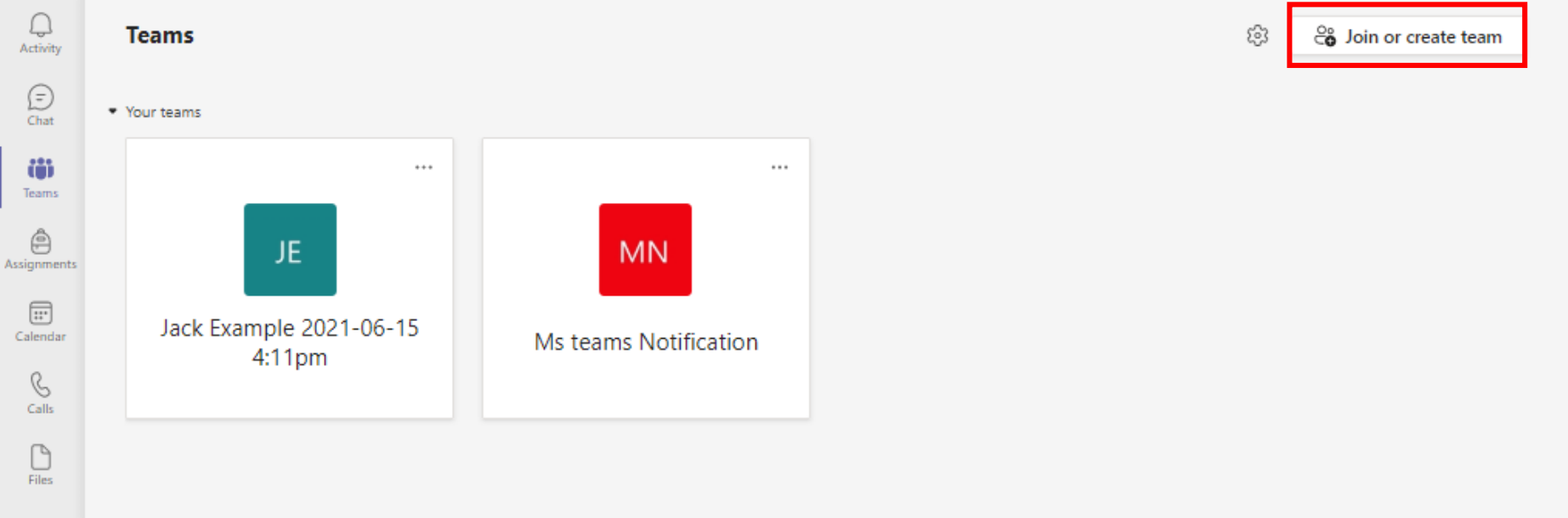
6.1 Create Class Team in MS Teams

Create Class Team in MS Teams

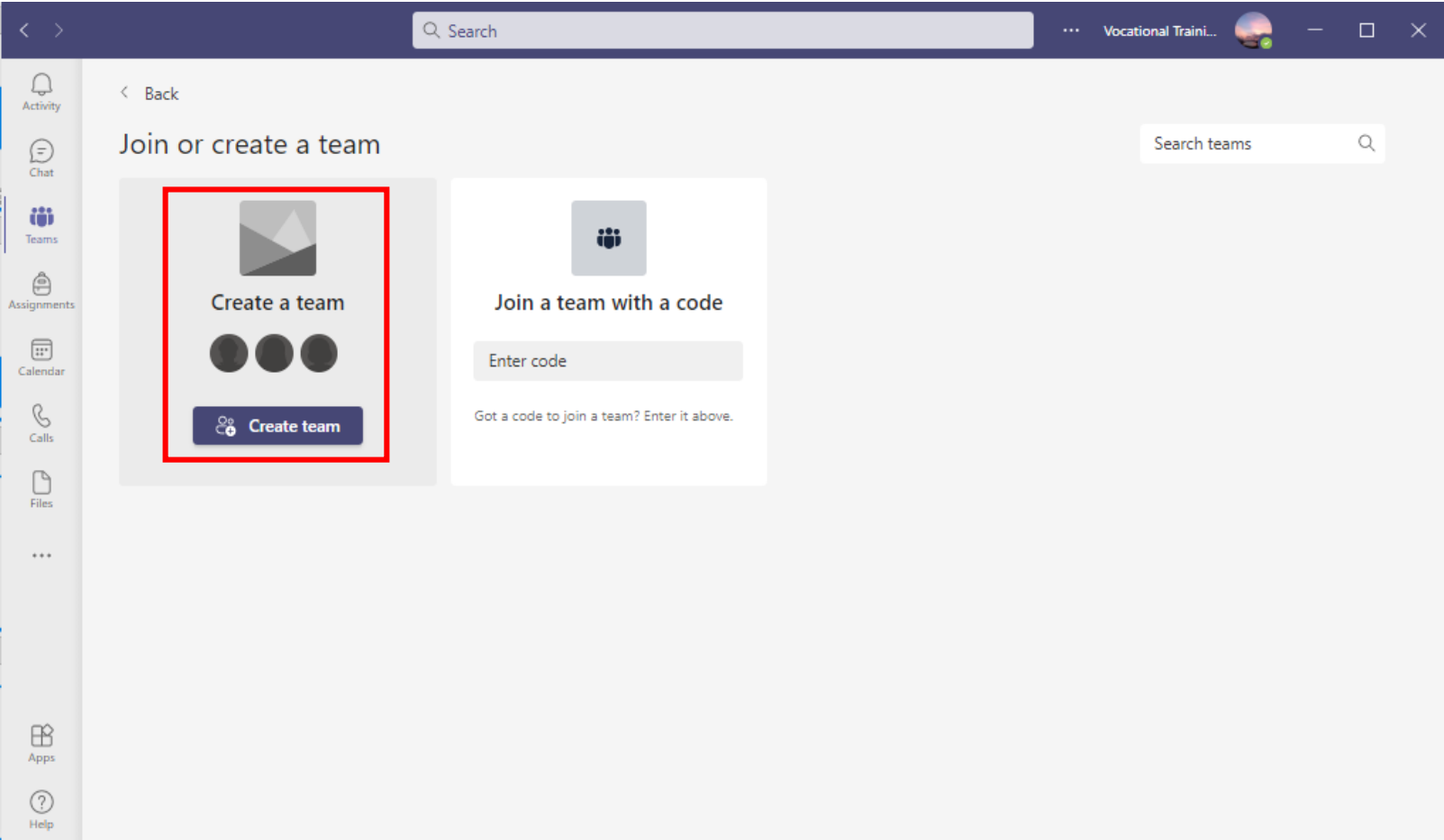

Click the "**Teams**" icon in the sidebar menu.

Create Class Team in MS Teams

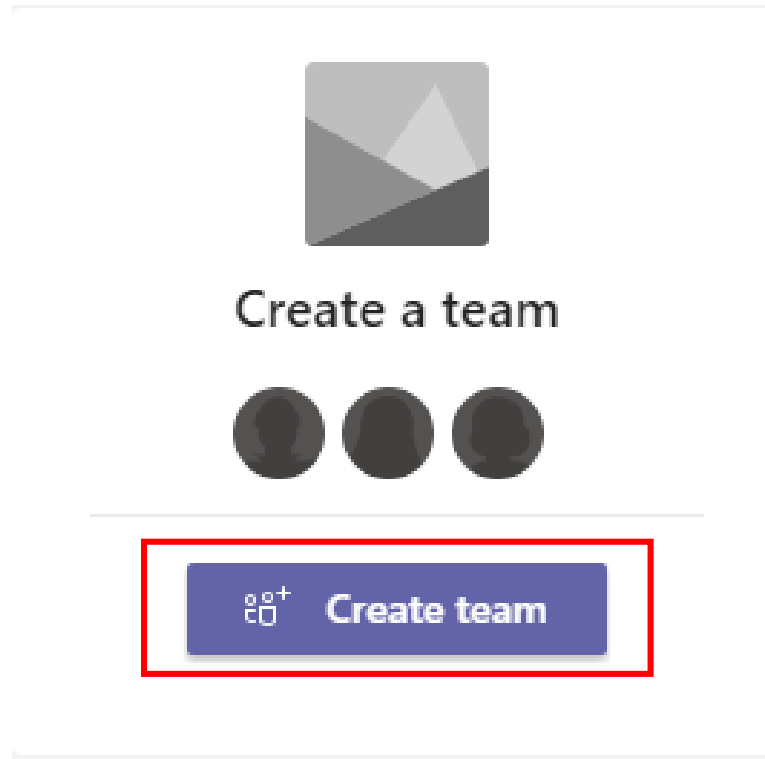Click "**Join or create team**" to create a new class.

Create Class Team in MS Teams

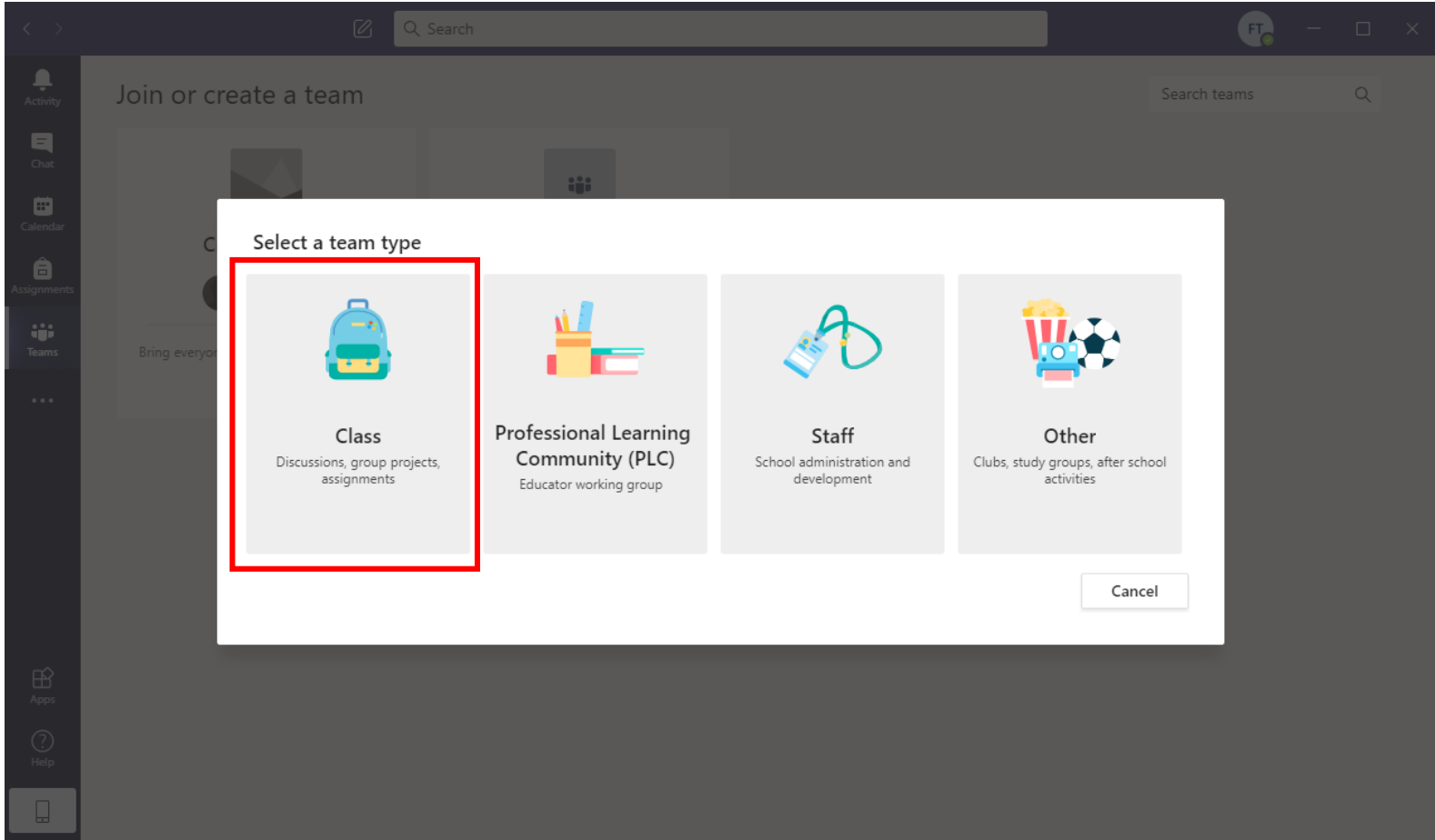You will find "**Create a team**" in the main page.

Create Class Team in MS Teams

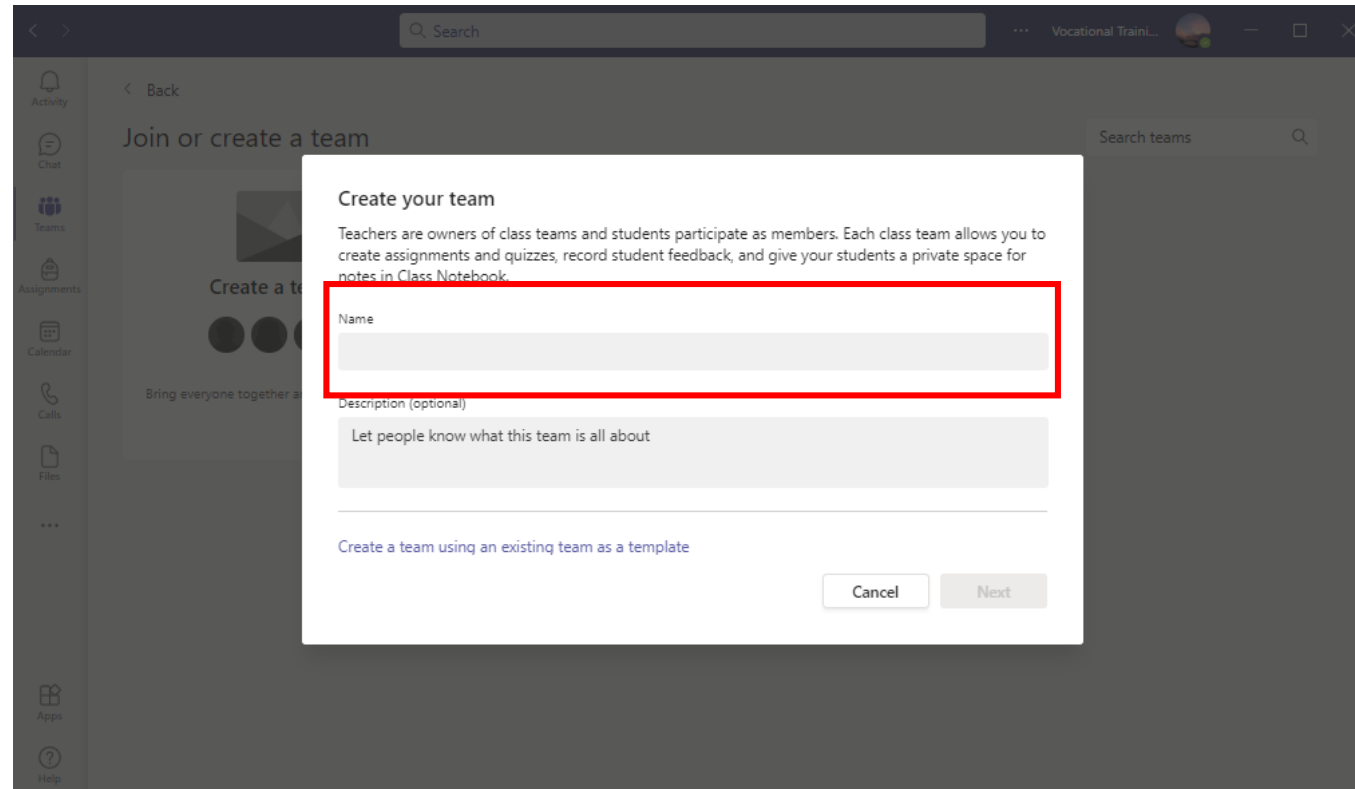

Click the "**Create team**" button.

Create Class Team in MS Teams

Select "**Class**" as a team type.

Create Class Team in MS Teams

Fill in details with this format to create the Teams class:

- Name of the class (Format :{Module Code - Course Name - AY - Sem - Class - Course creator})
- Privacy : select "Private - …."

Click "**Next**" to continue

Create Class Team in MS Teams

Please click **"Skip"** at this step. Teams Class will be created.

End

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