

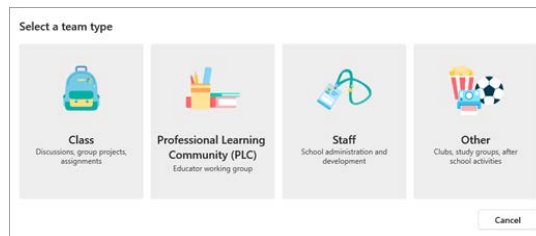
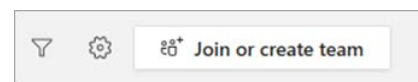
How to Create Team for Other (Not Class, Staff, or PLC)

Students and school employees collaborating in interest groups and clubs. Any combination of students and school staff can form a team and add members. Team members share equal read-write permissions unless the team owner(s) alter the settings. Each other team is also linked to its own OneNote Notebook.

Within the team, users:

- Collaborate in group work channels
- Share files

1. Select **Teams** in your left rail to view your teams.
2. Select **Join or create team** > **Create a new team**.
3. Select **Other** as the team type



4. Enter a name and optional description for your other team, then select **Next**. For example: After School Activities.

Create your team

Staff leaders are owners of staff teams and add others as members. Each staff team allows you to communicate, share important documents, and set up a Staff Notebook to track common administrative goals.

Name

Description (optional)

Privacy
 Private - Only team owners can add members ▼

This team is searchable and discoverable. [Change setting](#) ⓘ

[Create a team using an existing team as a template](#)