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.