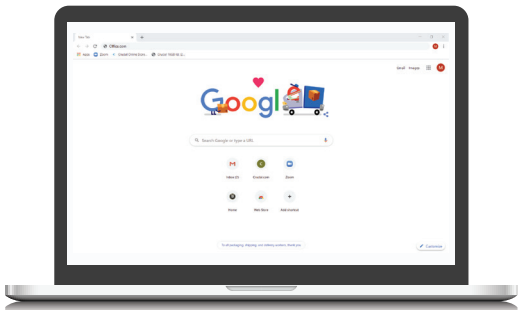


How to Create & Manage an Office 365 Team

The steps below will show you how to create a TEAM to collaborate, have remote video meetings and share files.

If you are unable to connect after following these steps, please contact the
Technology Help Desk (248) 823-5092 or helpdesk@troy.k12.mi.us - Monday-Friday 7am-3pm.

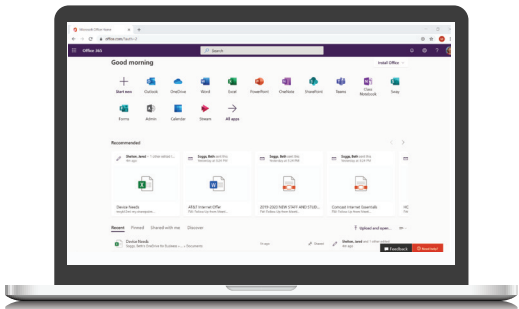
*If you do not know how to access OneDrive online,
please review the "HOW TO ACCESS EMAIL (OR ONEDRIVE) ONLINE" tutorial page*



Step 1


iPad Compatible Instructions

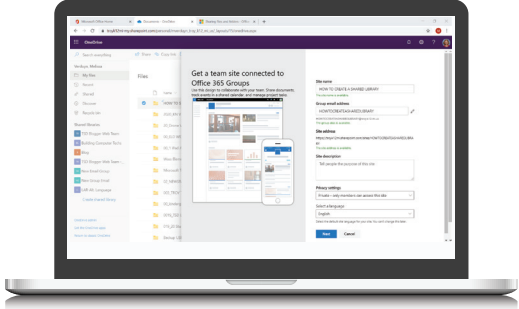
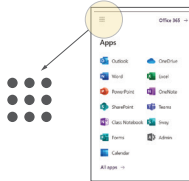
- Open your browser - Google, Firefox, Safari, Edge, etc...
- Type **office.com** in the address bar
- Click **Enter**
- Login with your district email and password
- If you have 2-factor enabled - enter the code



Step 2

iPad Compatible Instructions

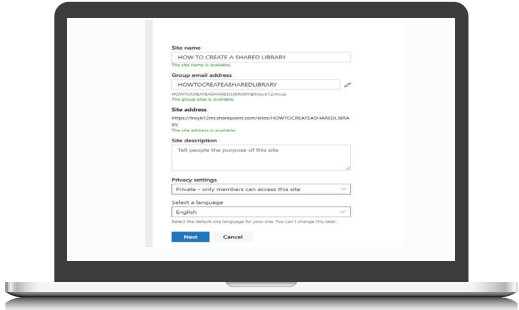
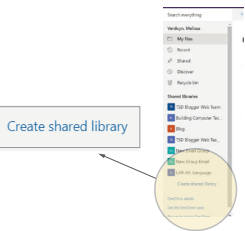
- Click  from the application landing page
- Teams can also be accessed in the "Waffle". if you are already logged into Office 365



Step 3

iPad Compatible Instructions

- Click [Create shared library](#)

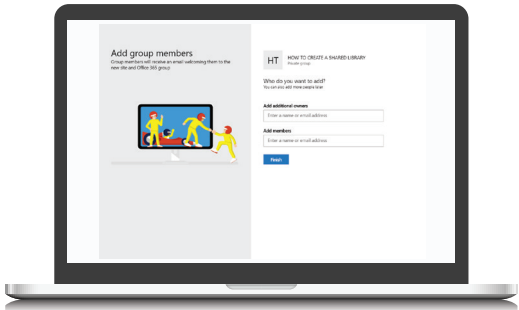


Step 4

iPad Compatible Instructions

- Create your Shared Group

Site name <input type="text" value="HOW TO CREATE A SHARED LIBRARY"/> <small>The site name is available.</small>	Site address <input type="text" value="https://troy.k12.mi.us/sharepoint.com/"/> <small>The site address is available.</small>
Group email address <input type="text" value="@troy.k12.mi.us"/> <small>The group alias is available.</small>	Site description <input type="text" value="Tell people the purpose of this site"/>
Privacy settings <div>Private - only members can access this site</div> <div>Public - open to anyone with the link</div>	Select a language <div>English</div> <small>Select the default site language for your site. You can change this later.</small>

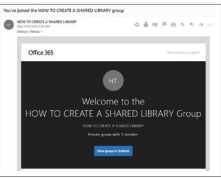


Step 5

iPad Compatible Instructions

- Add members to your new **Shared Group**
- Members will receive a Welcome email with a link to the shared dashboard

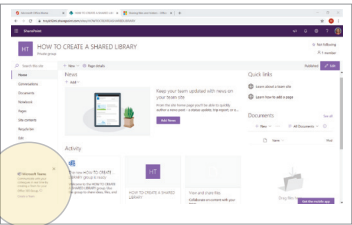
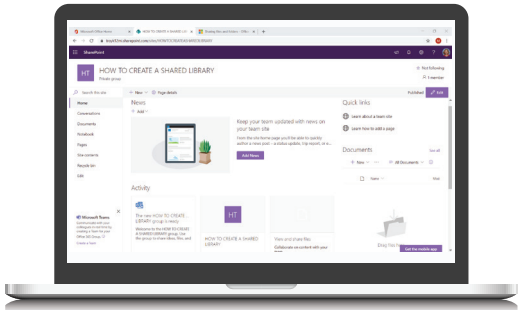
- Click 



Step 6

iPad Compatible Instructions

- The Shared Library **Dashboard** allows a team to share important documents in one location
- Need more than a file sharing location?
Create a Team for your new Group



- Follow the steps in the **HOW TO CREATE AN OFFICE 365 TEAM TO COLLABORATE BEYOND FILE SHARING** tutorial