

Working with Teams in MS Teams

Create Teams in MS Teams

Creating a team in Microsoft teams allows you to share files with the members of the team, share and collaborate on files chat and much more. Once you create your Team, a general channel will automatically be created. This is where general discussion between all team members can occur.

There are **two main roles** within Teams:

- **Team owner**, which is the person who created the team. This individual can add co-owners so more people can share in the responsibility of managing the Team, inviting new team members, and managing general settings.
- **Team members**, which are the people who the Team owners invite to the Team.



TASK:

You are the team leader of the logistics team. Create a Team in Microsoft Teams and add your team members within this team