

# Microsoft Teams

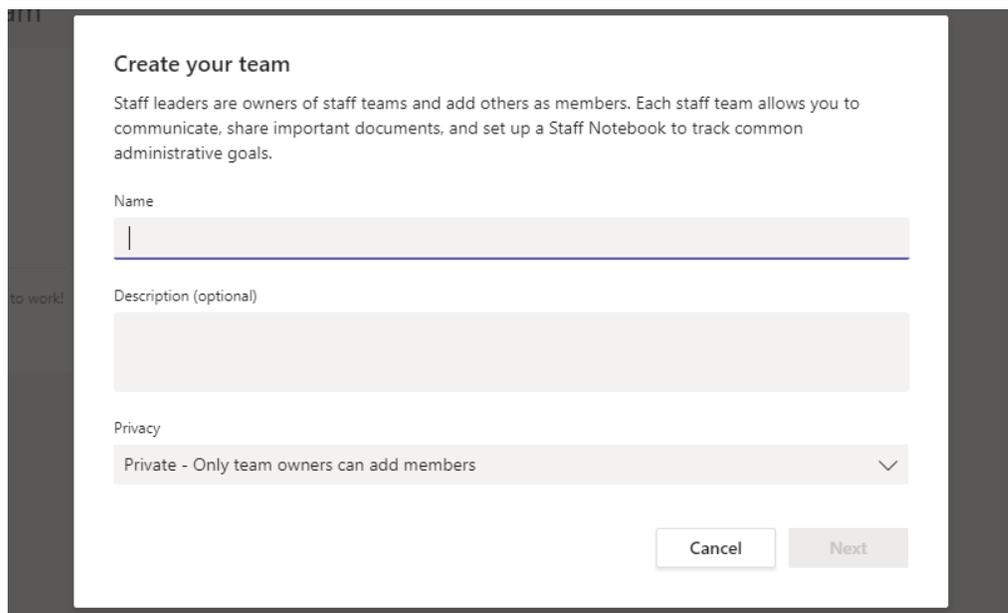
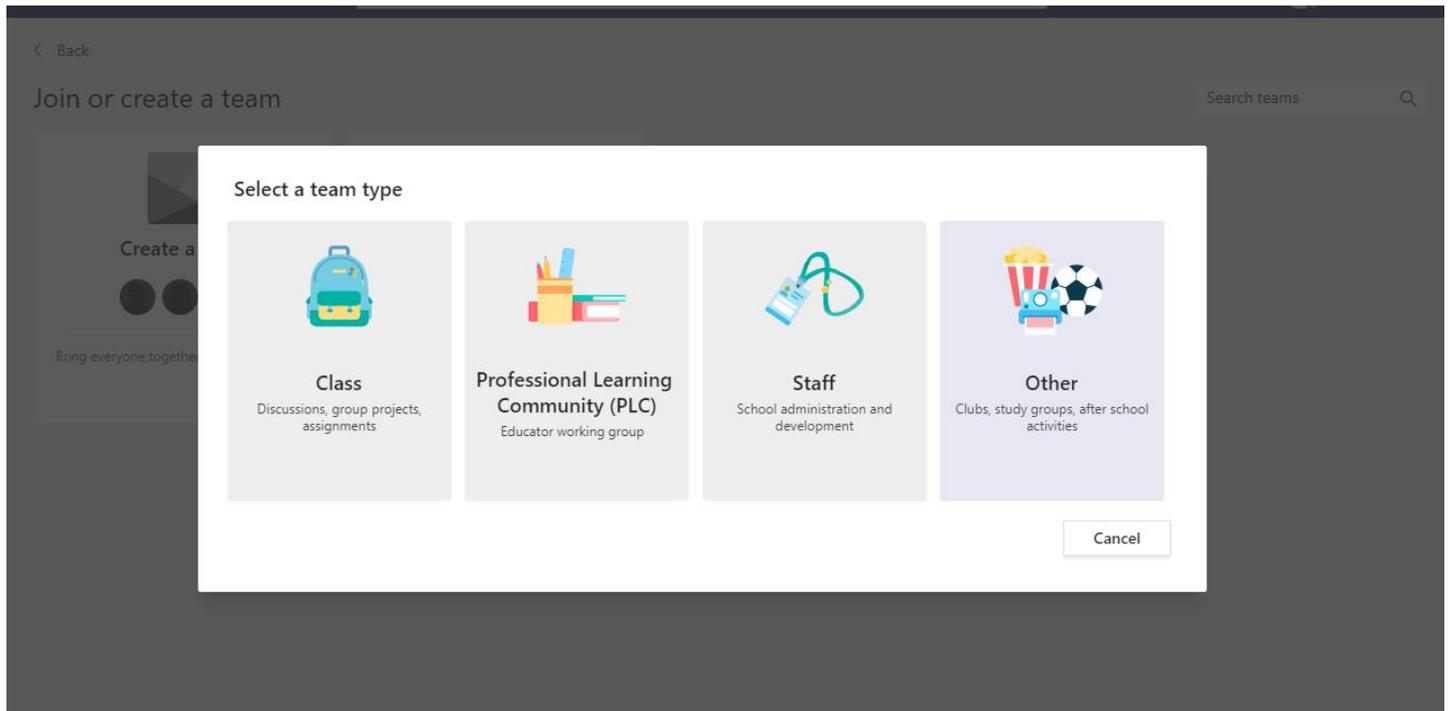


## Teams

### Creating a Team

In teams, you have 2 options in regards to Privacy.

1. You have the ability to create the “group” with some restriction.



For this demonstration, I have selected – “Staff”. Under Privacy you can choose to have it set to Private.

Once created any members within this “Team” will have access only to all the contents within the group. Any additional people would have to be invited.

2. If you already have an existing team /group. You can create a "Private Channel" and set it to Private. In which you'll be prompt to add members to that Private Channel.

## Create a channel for "OCT- Training" team

Channel name

New Private Channel

Description (optional)

Help others find the right channel by providing a description

Privacy

Private - Accessible only to a specific group of people within the team



Cancel

Next

## Add members to the Secret Room channel

This is a private channel, so only the people you add here will see it.

Start typing a name

Add

Skip

**Note:**

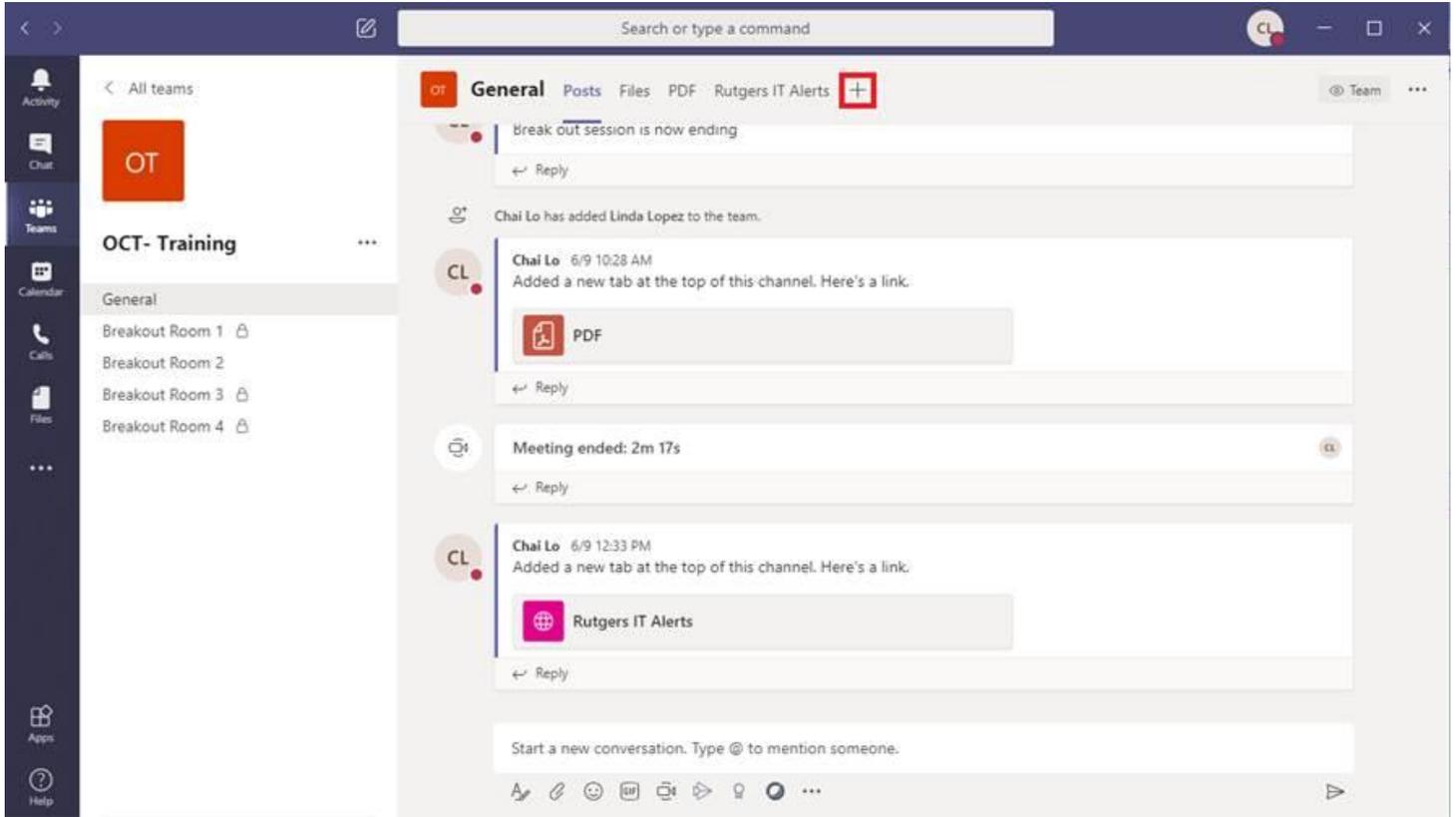
A newly created channel named: Secret Room

Only members specifically selected from the Team can access the room.

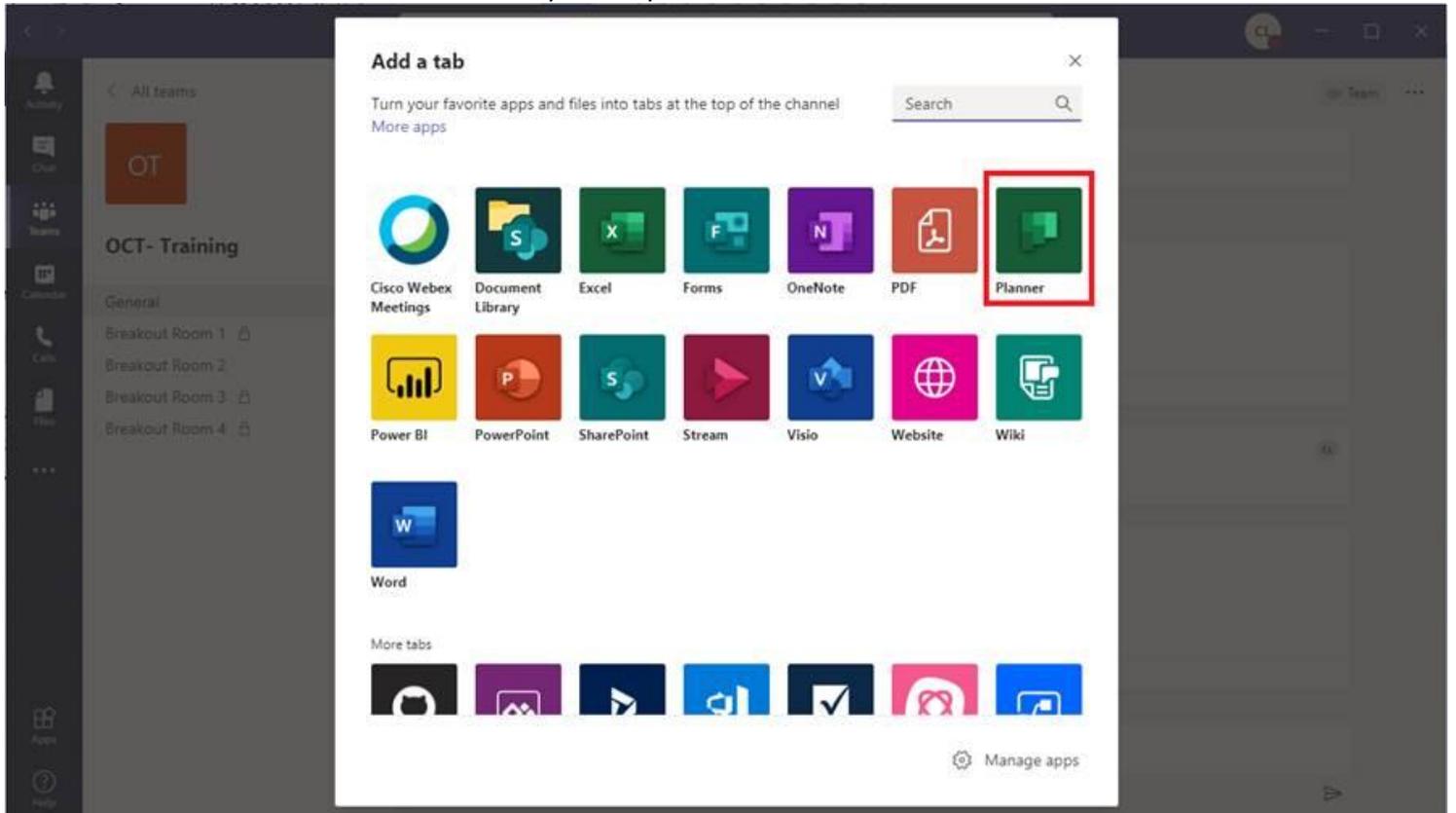
Anybody that is not not delegated access will not be able to see the "Secret Room"

## Useful tools - Planner

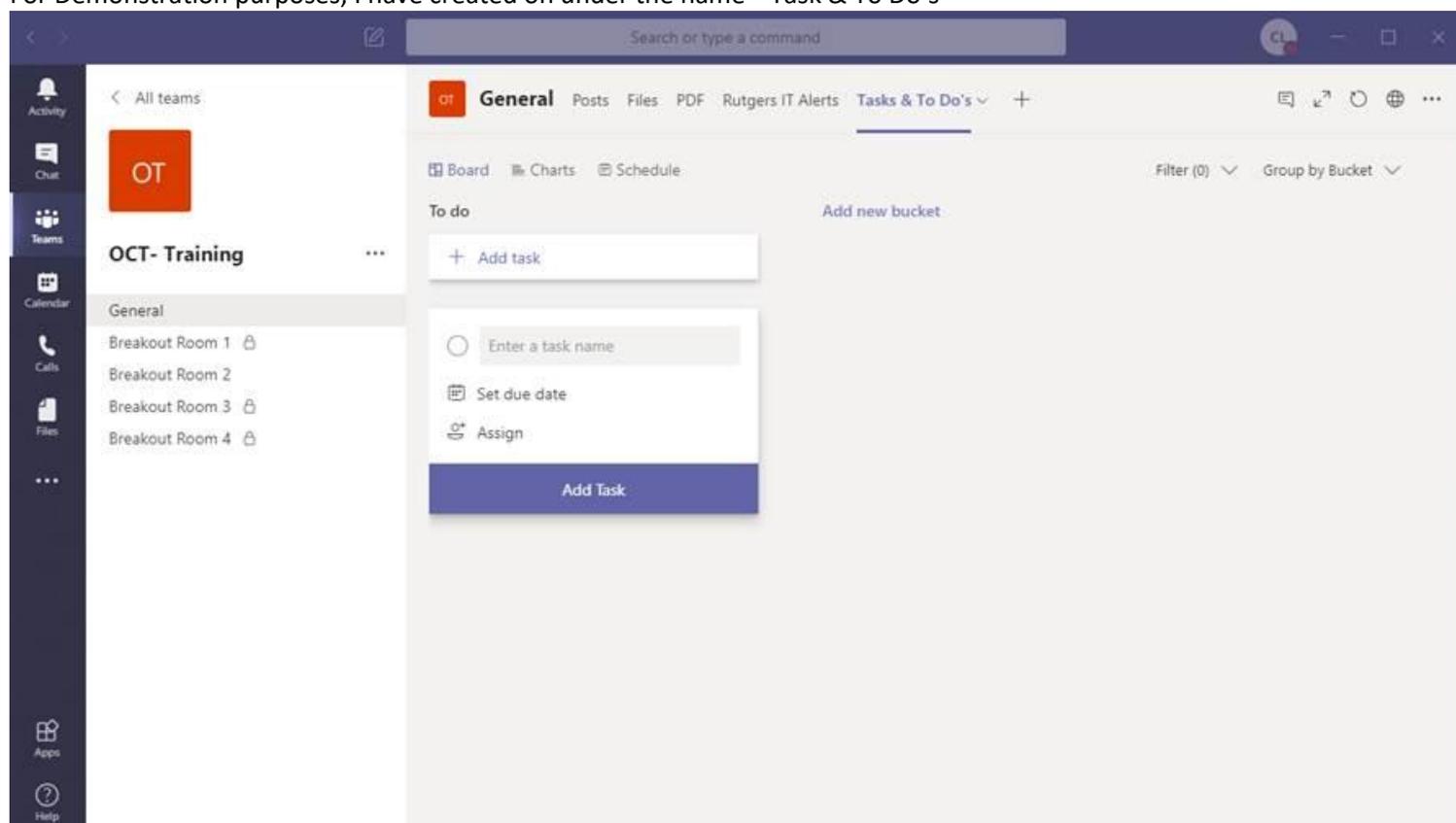
This option can be accessed by adding a tab.



Select "Planner". This will create a new tab for you and your team members.



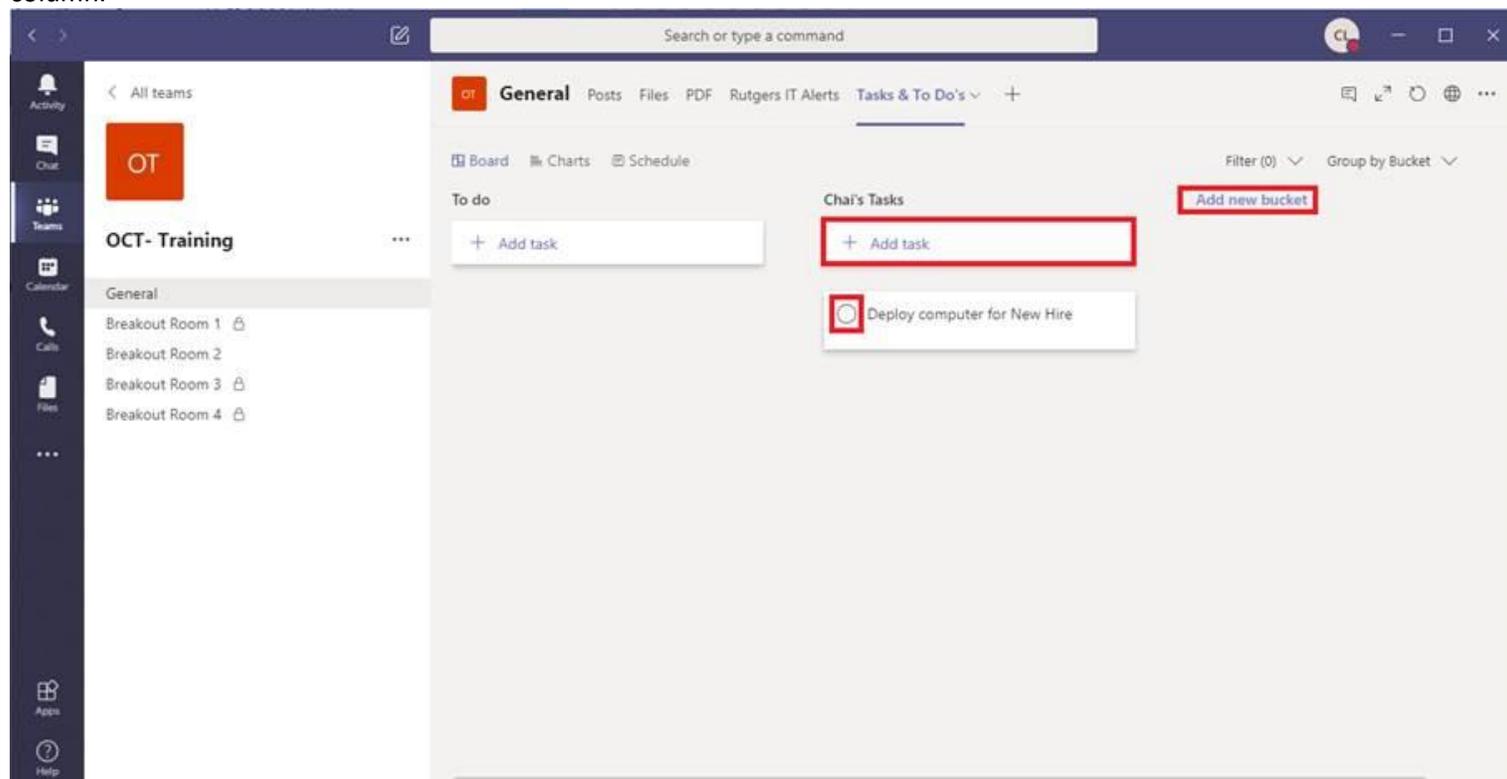
For Demonstration purposes, I have created one under the name "Task & To Do's"



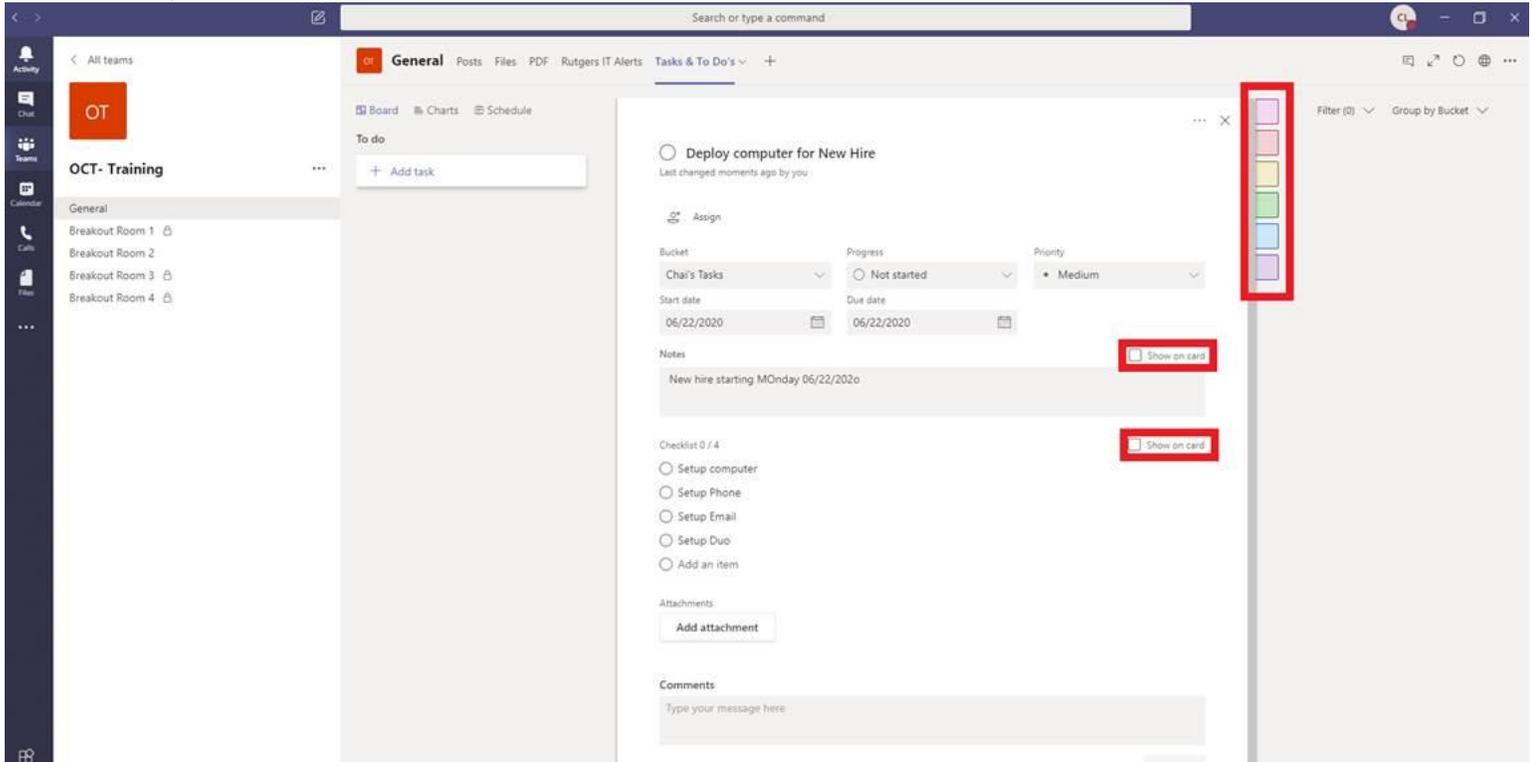
**Key things you want to keep in mind (for organization sake)**

Create a "new bucket" – Eg. A section dedicated for myself? Or for a specific person

You can add as many tasks as you like, and "mark it" if you feel that the task is done and it'll archive it in a "Completed" column.

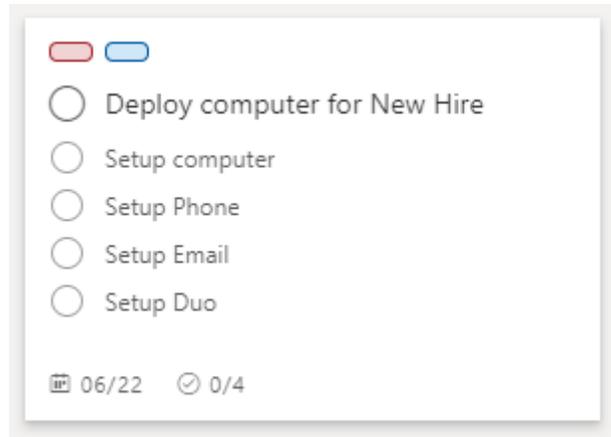
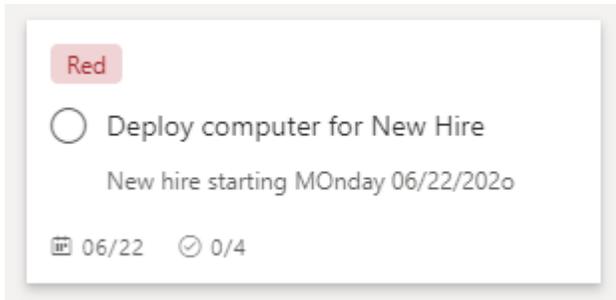


You can view your task for advance details.



You have the ability to “Show on card”. This will help you easily identify information. Assign a color label (can be useful in the long run for searching purposes)

**EXAMPLES:**



OR

The best way to learn how to use Planner on Teams, is to simply use the product. And you’ll learn and grow as you use it.