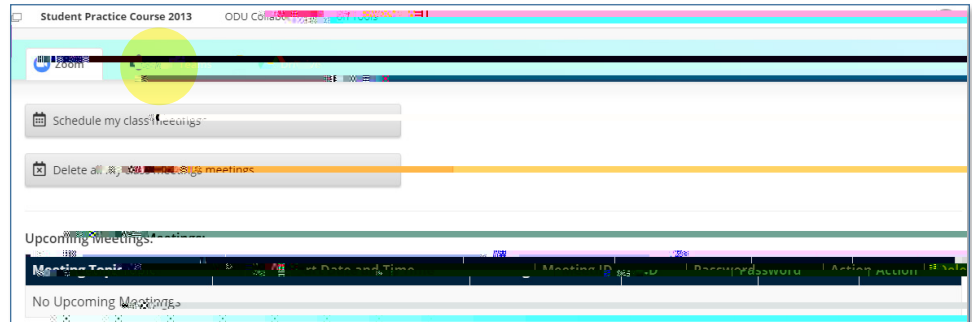


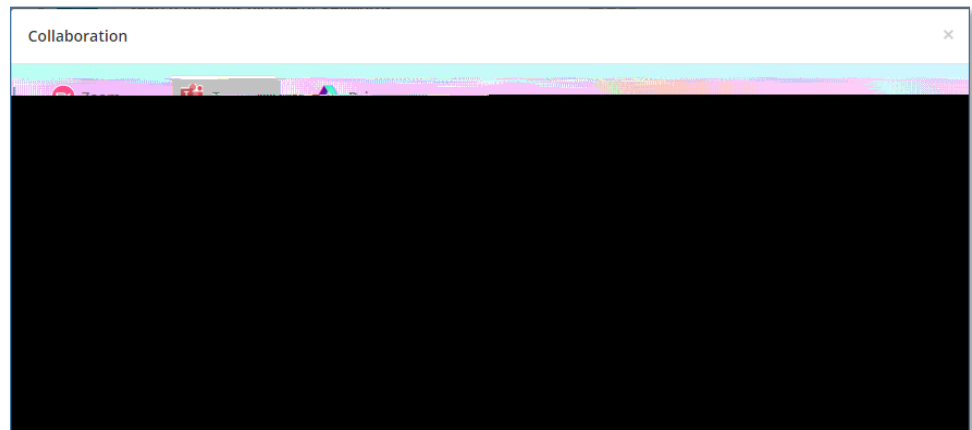


## Create a Microsoft Team

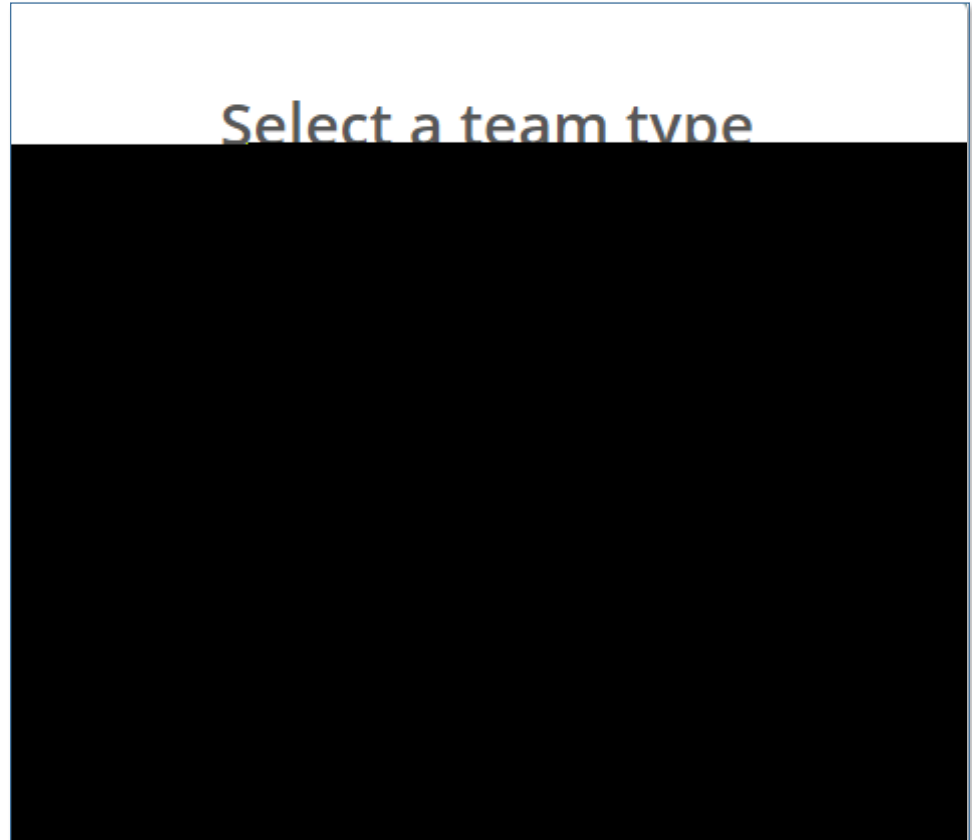
1. In the Collaboration Tool, you will see options for Zoom, Teams, and Google Shared Drive. Click on the **Tea** tab.



2. Click **C ea e a ea c a**. You will choose the *type* of team you want on the next screen.



3. Select which type of team you want to create, and click **O** . The main difference between a **ba c ea** and a **c a ea** is that the class team comes pre-configured with assignment and class notebook features. (Read more about additional "class team" features below.)



4. Once the team has been created, you can delete a team or launch **Tea** .



C e  
C ab a+  
T : C ea+ a  
M c f Tea  
r a C e

## Access your course team

You can access your course team in one of three ways:

- Use the **La c ea** link in the Collaboration Tool.
- Go to [teams.microsoft.com](https://teams.microsoft.com) and log in with your ODU email address and MIDAS password.
- Use the Microsoft Teams app for Windows, Mac, iOS, or Android.

Find more information about Teams @ ODU at [odu.edu/ts/software-services/teams](https://odu.edu/ts/software-services/teams).

Additional resources on using class teams in Microsoft Teams:

- [Getting organized in your class team](#)
- [Communicate in your class team](#)
- [Share and organize class team files](#)
- [Assignments and grades in your class team](#)
- [Use Class Notebook in Teams](#)

If you need more help using Microsoft Teams with your course, contact the ITS Help Desk at [itshelp@odu.edu](mailto:itshelp@odu.edu) or (757) 683-3192.