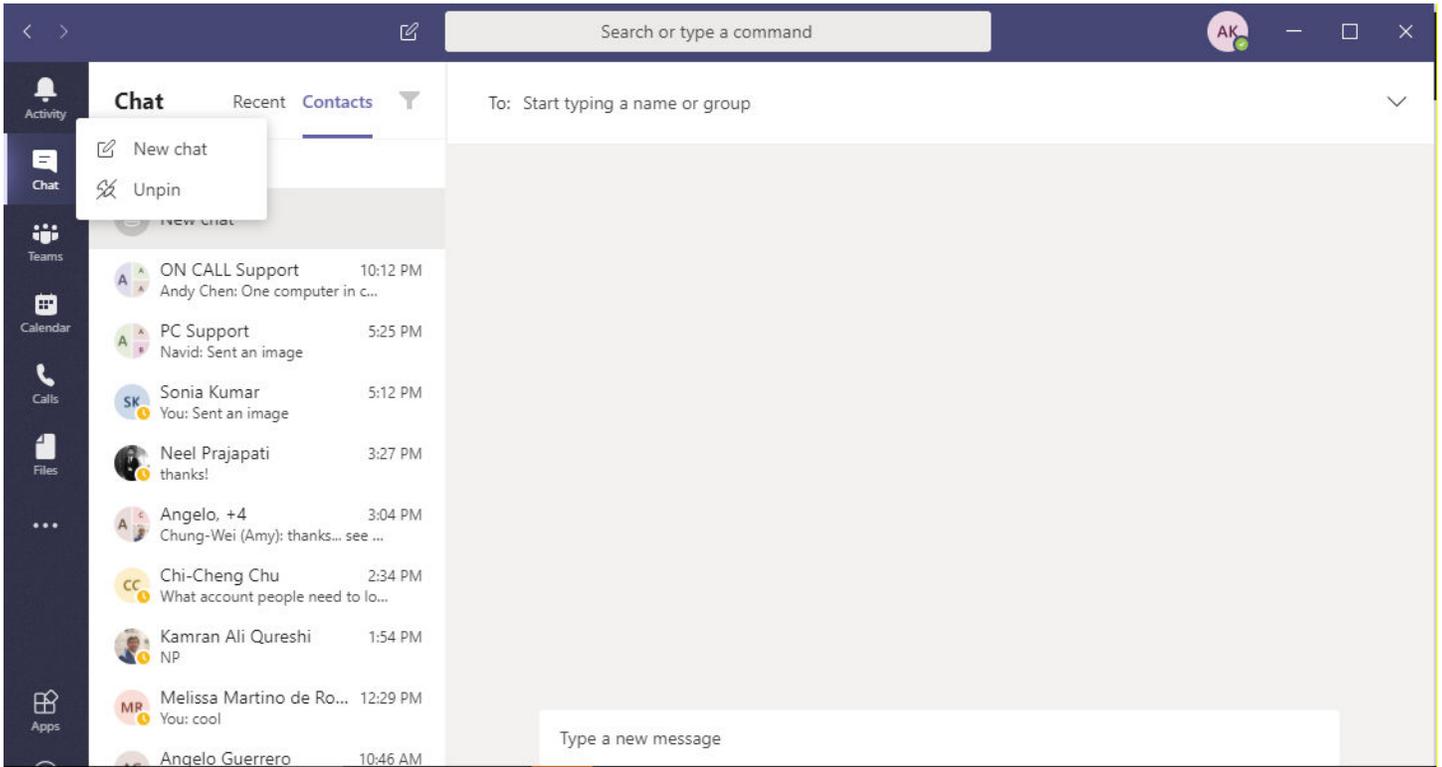
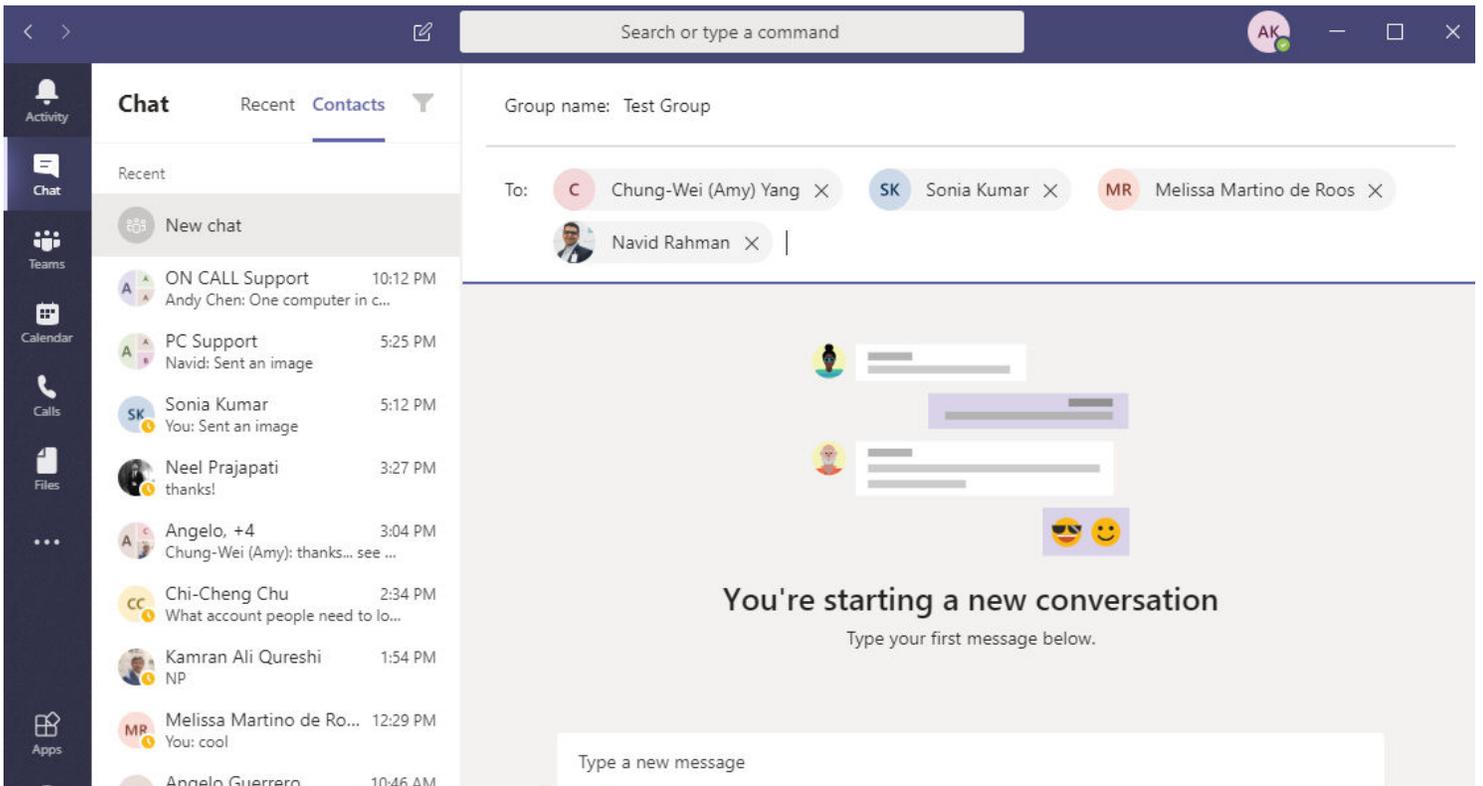


Creating Group on Microsoft Teams

1. Right Click on the Chat icon -> Select New Chat



2. Give the team a name and Add members



3. When you're done adding members, select **Add** and then **Close**.