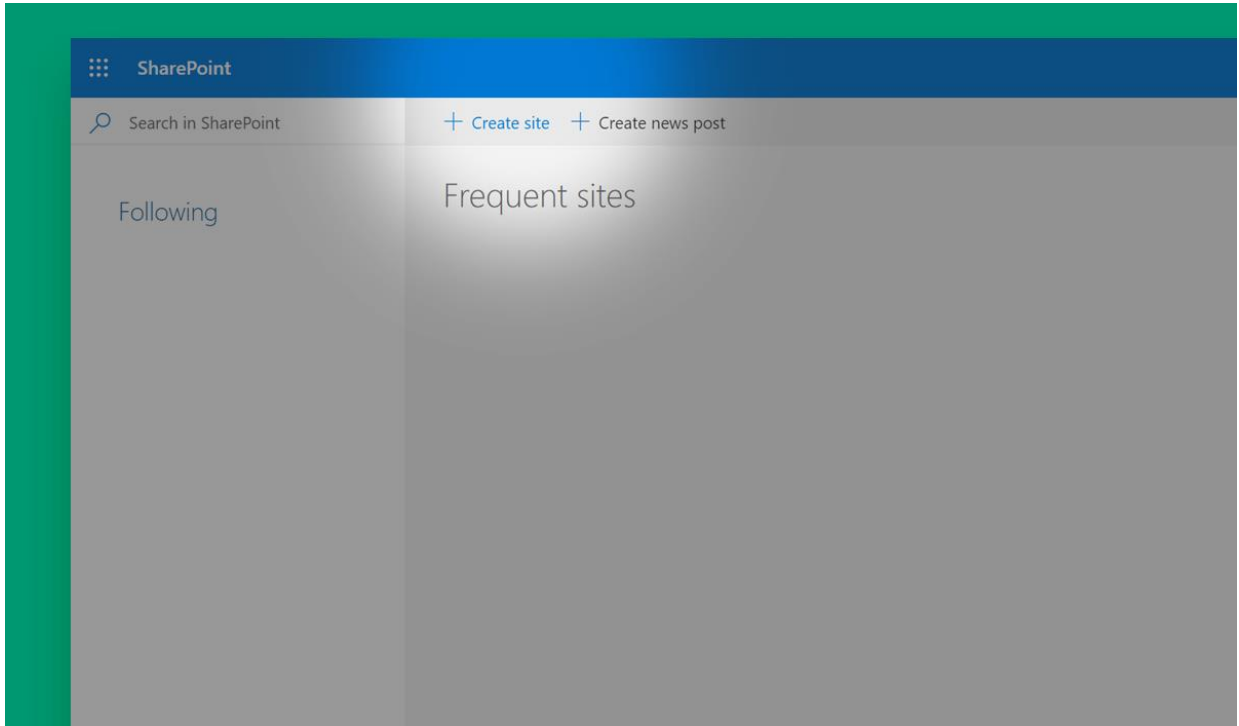


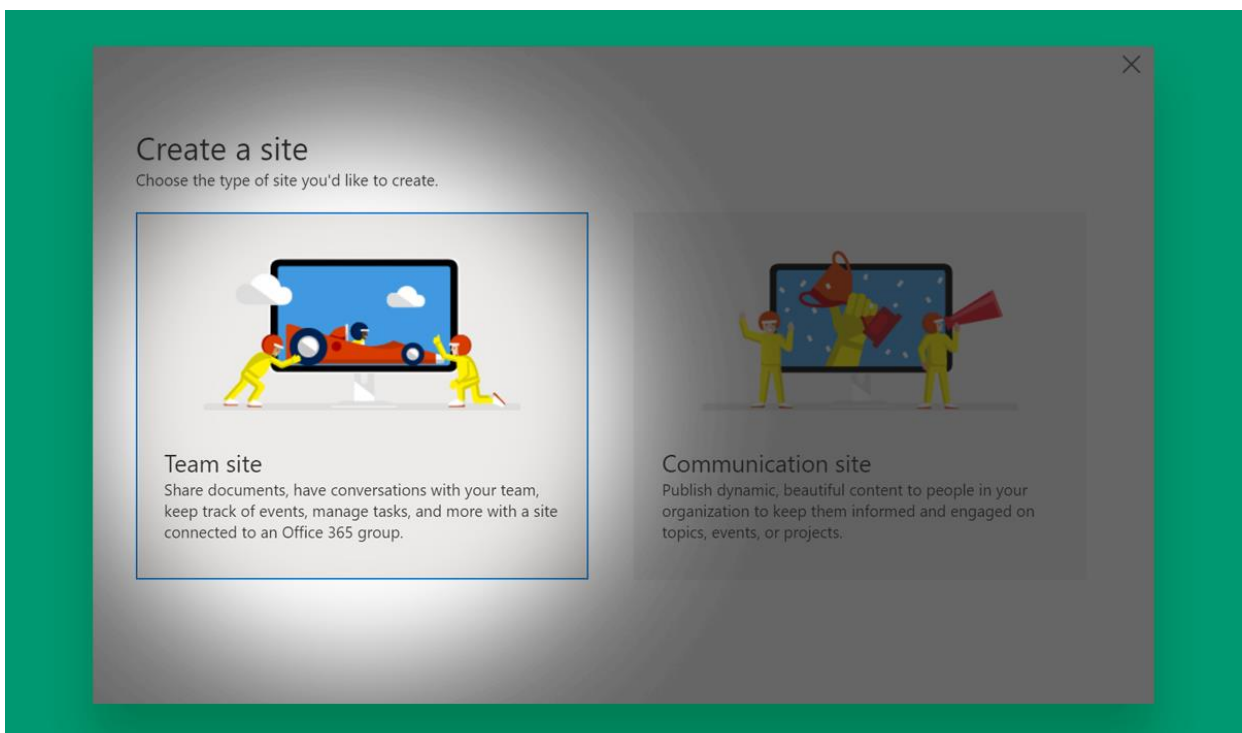
Creating a TEAM from a SharePoint Site

Creating a SharePoint Site.

Open SharePoint and Click Create Site at the top.

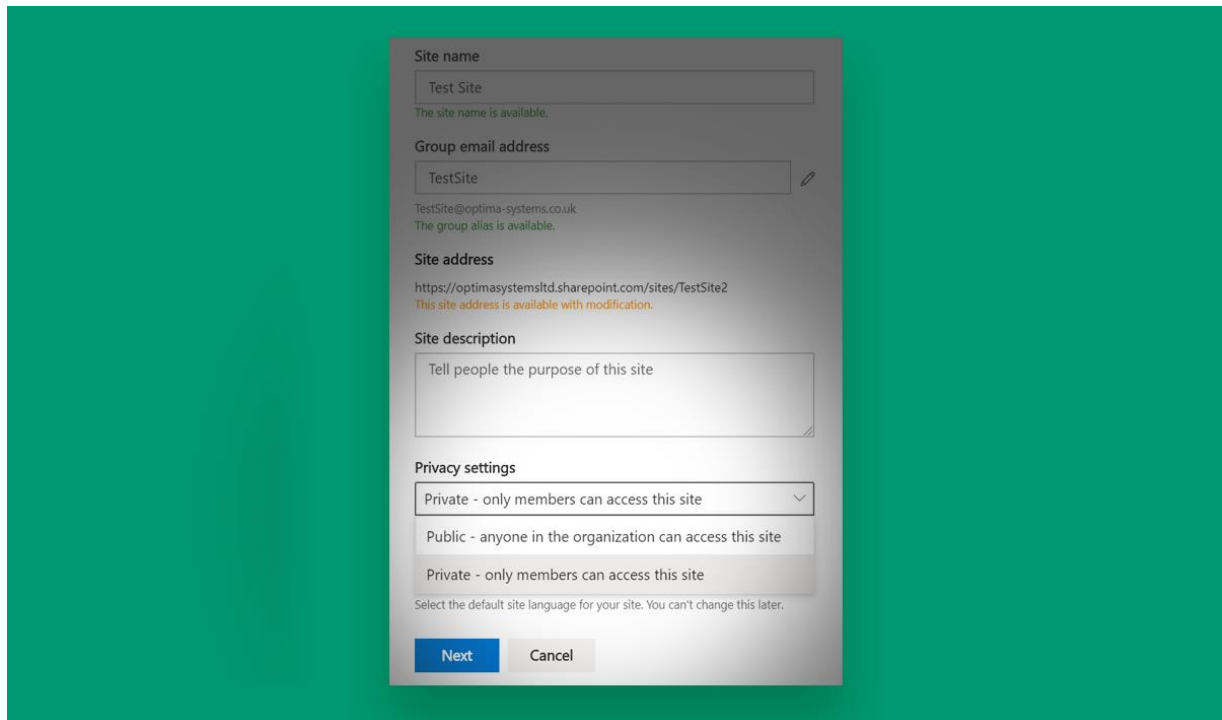


Select TEAM Site



Give the Site a Name

Decide whether it's a Private Site or a Public one.



The screenshot shows a SharePoint site creation wizard window with a green background. The window is titled "Give the Site a Name" and contains the following fields and options:

- Site name:** A text box containing "Test Site". Below it, the text "The site name is available." is displayed.
- Group email address:** A text box containing "TestSite". Below it, the text "TestSite@optima-systems.co.uk" and "The group alias is available." is displayed.
- Site address:** A text box containing the URL "https://optimasystemsttd.sharepoint.com/sites/TestSite2". Below it, the text "This site address is available with modification." is displayed.
- Site description:** A text box containing the placeholder text "Tell people the purpose of this site".
- Privacy settings:** A dropdown menu with the following options:
 - Private - only members can access this site (selected)
 - Public - anyone in the organization can access this site
 - Private - only members can access this site

At the bottom of the window, there is a note: "Select the default site language for your site. You can't change this later." and two buttons: "Next" (highlighted in blue) and "Cancel".

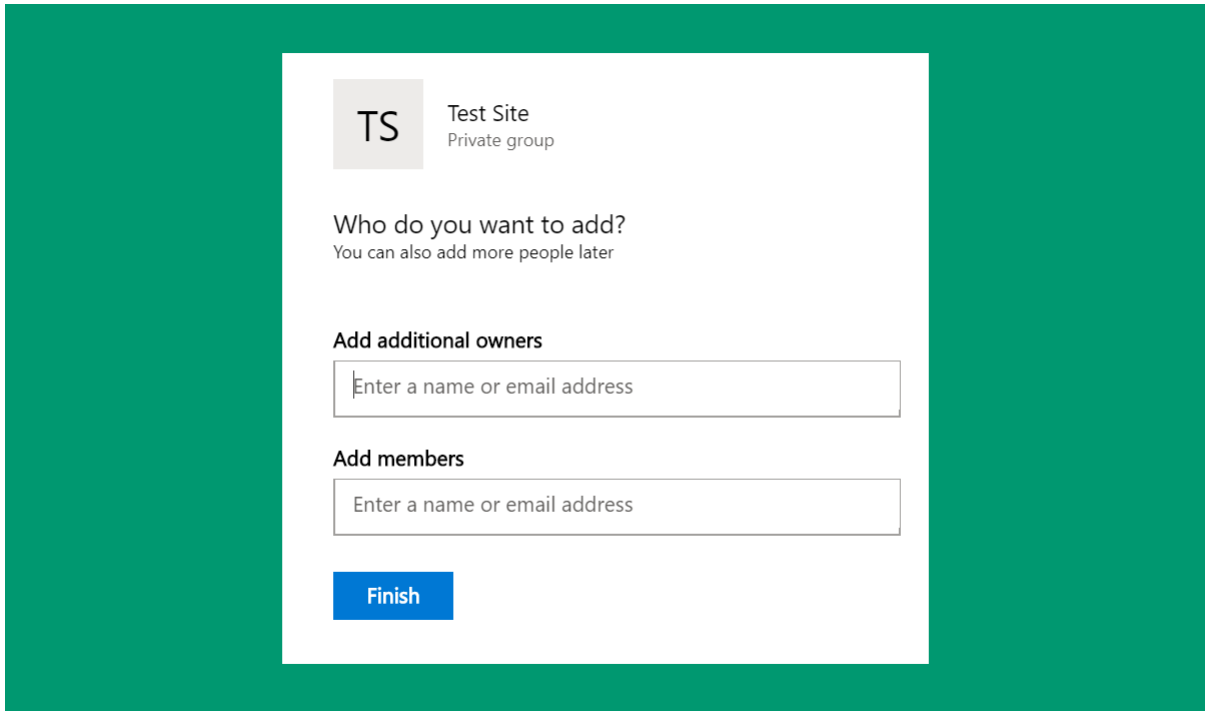
Click Next

Add additional owners if you want others to be able to add remove members.

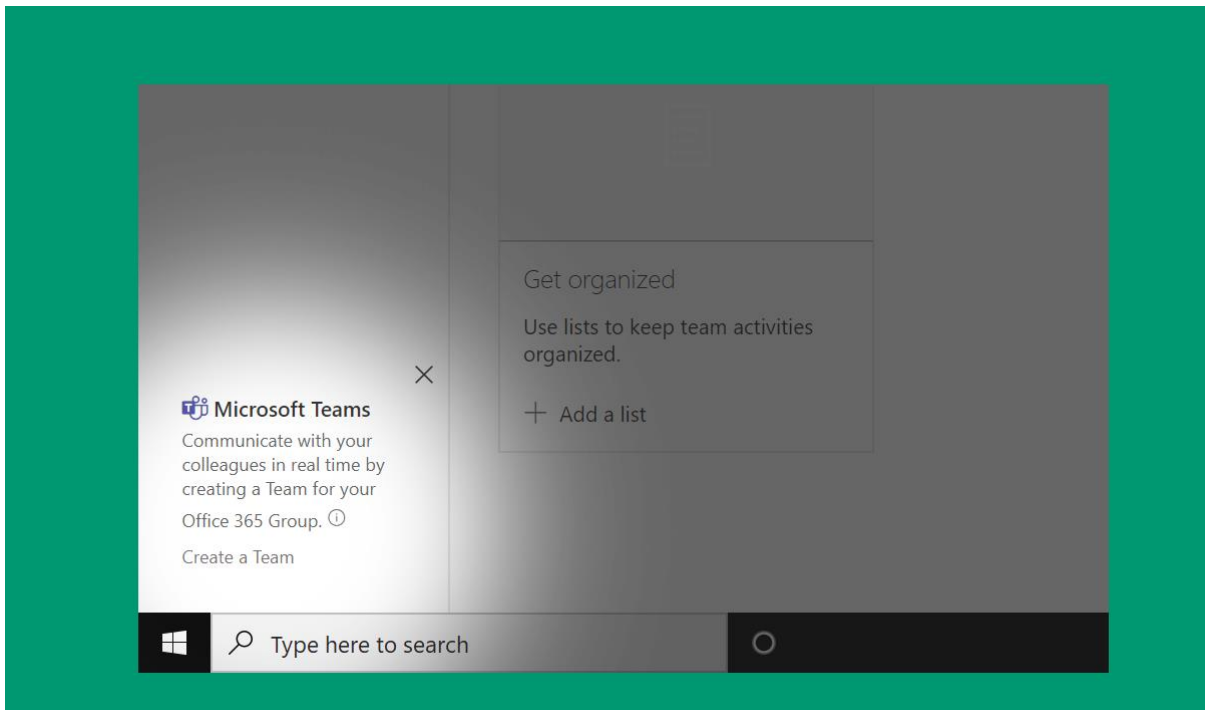
Add Members

Click Finish

The Site is created.



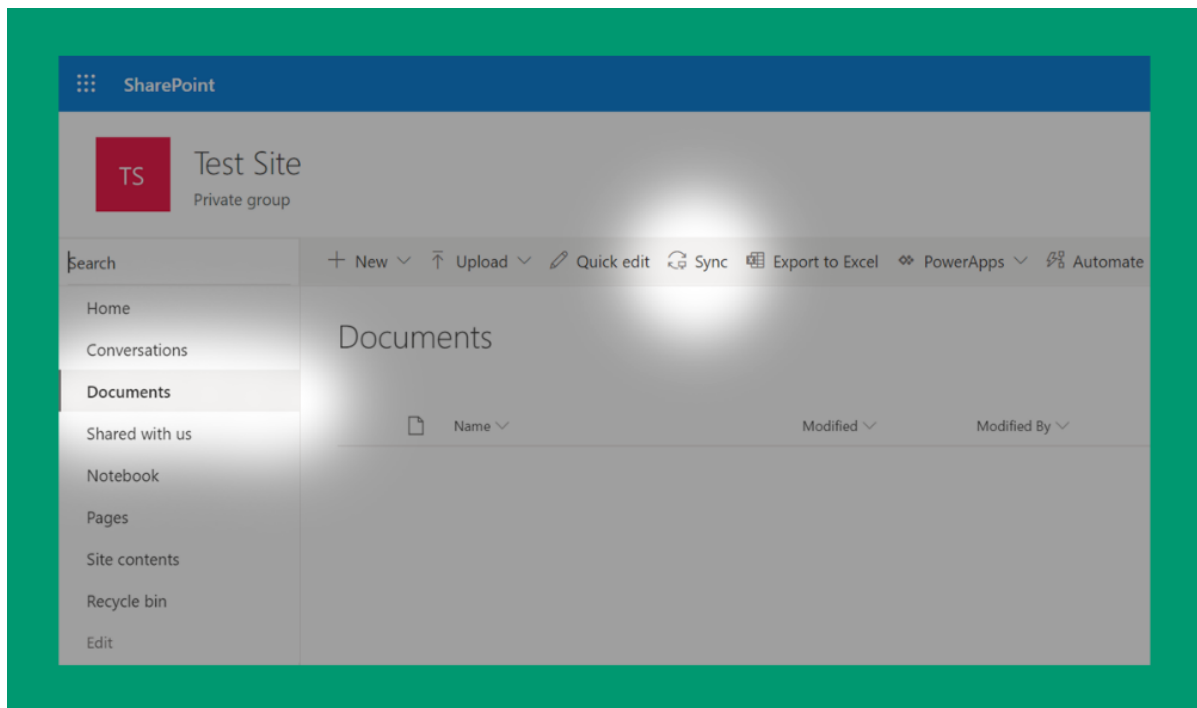
After a couple of Seconds, a Popup about Microsoft Teams appears in the bottom left



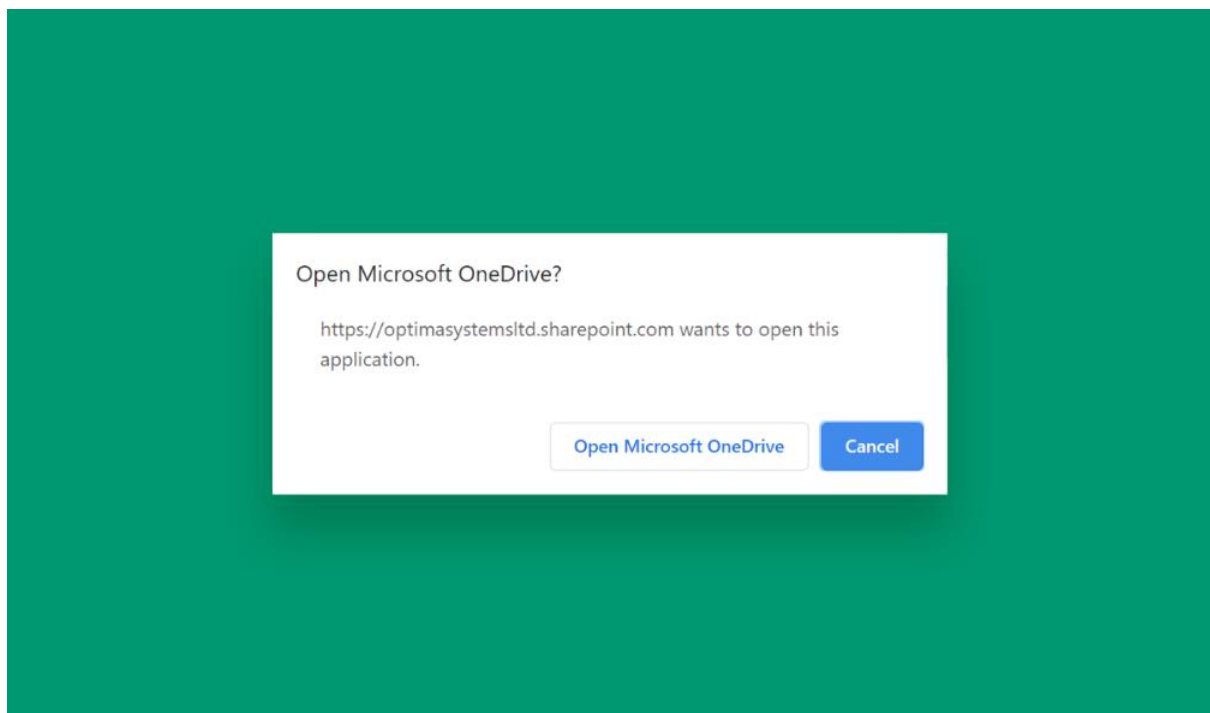
Click Create a Team

Still within SharePoint

Click on Documents in the Left Column
Then Click Sync



This will create a folder on your Local PC / Laptop for the SharePoint Site
Accepts the Messages about OneDrive

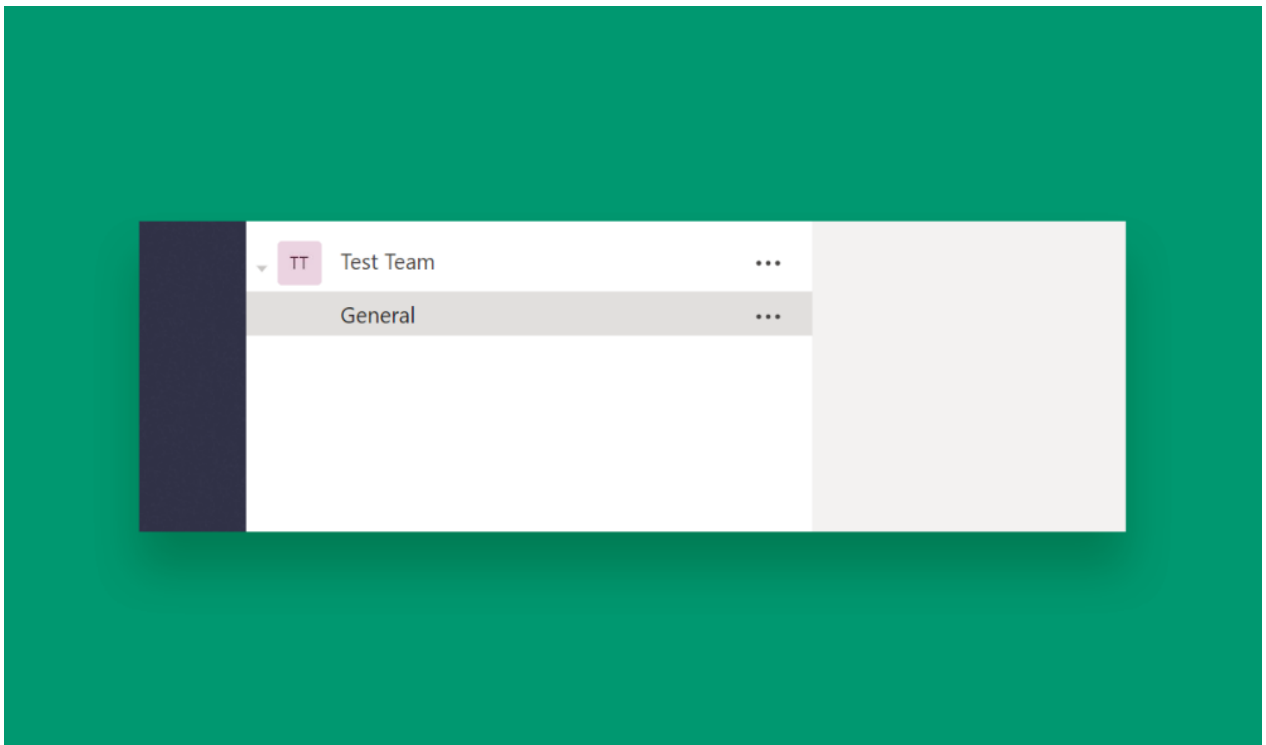


Before creating any Sub Folders or files Open Teams

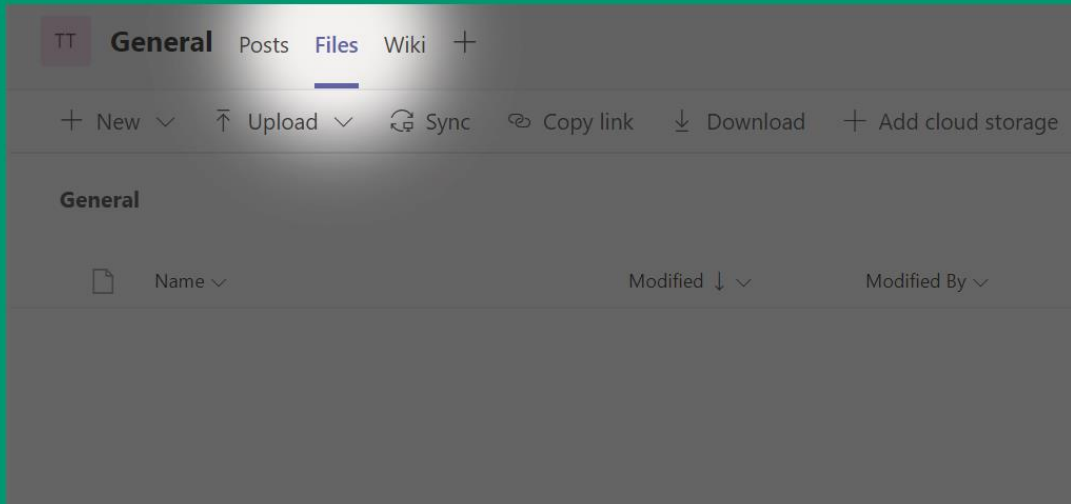
Click on Teams in the left-hand column



Browse to the New Team and select it. A General Subfolder will appear.

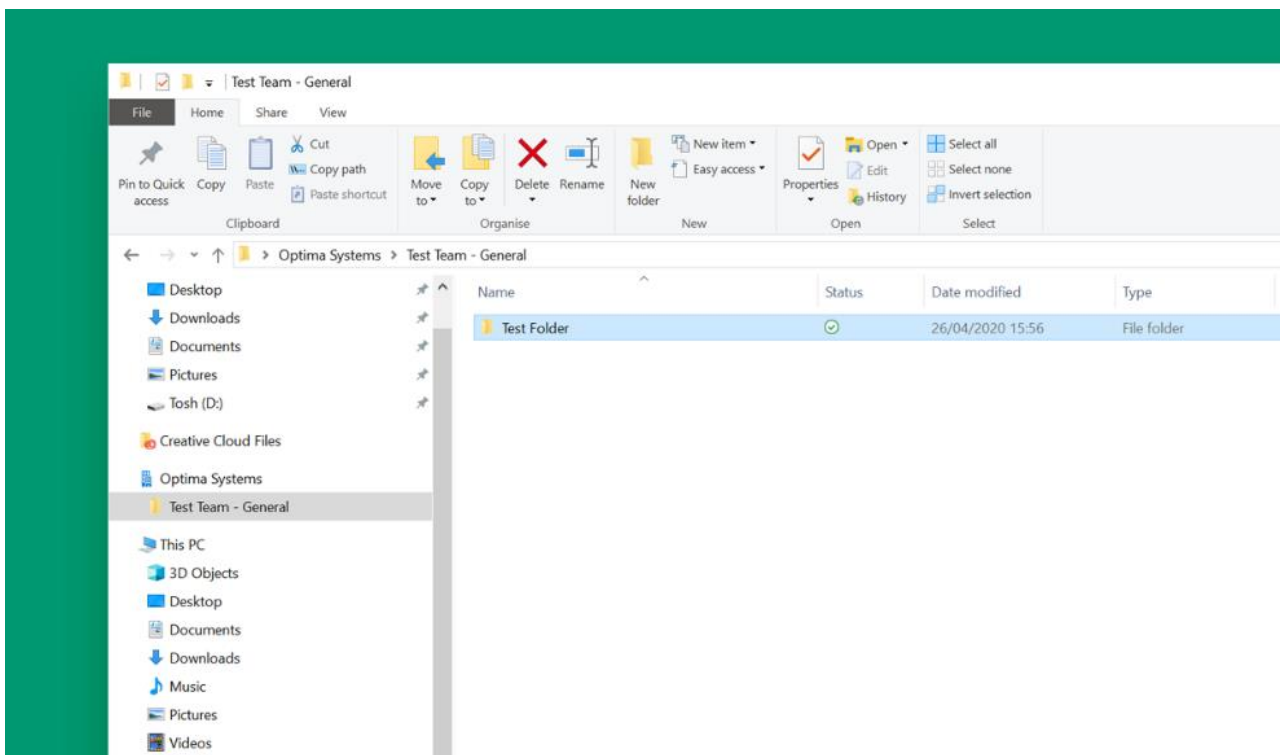


Along the top select Files



Switch to Windows Explorer and you will now see the Folders on the left hand side within your SharePoint Folders.

Any files you place in the General Folder will appear in Teams.



You can create subfolders either within Teams or within Windows Explorer.

So now any files added to the General (or its subfolders) in your Windows Explorer or SharePoint Web Portal will be seen within Teams.

Open Teams click on the Teams Icon on the left-hand side, browse to the Team / Group click General then from along the Top select Files.

If you open a file here and edit it whilst in a meeting all attendees can see the changes live.

Once completed and the meeting is closed you can work on them offline by opening them within SharePoint. Any changes will be replicated through to Teams as well.