

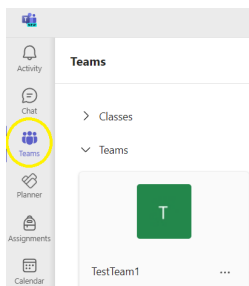


Description

This article explains how to create a new team (group) within Microsoft Teams. The 'Create team' function within MS Teams has been disabled and all new teams must be created via a SupportU request to ensure appropriate retention information is captured.

Procedure

1. Navigate to SupportU and select the [Create a Microsoft Teams group](#) ticket.
2. Enter the desired name for the team ensuring it contains enough information to identify the general purpose of the group. Avoid vague or common names.
3. Enter the purpose of the team.
4. You will be automatically assigned as the primary team owner.
5. Enter a secondary team owner to prevent the team from being left without an owner.
6. Click submit.
7. Your new team will be created automatically, and you will receive an email confirmation. Your team will now appear in the **Teams** section of your MS Teams account.



8. If there are any issues, you'll receive an email advising you to contact DTS for support.
9. The team is automatically set to Private.