

Microsoft Teams is a collaboration platform that combines persistent chat, file collaboration, instant messaging and meetings in a single platform. Teams is

**Information  
Technology  
Services**

[www.odu.edu/its](http://www.odu.edu/its)



3. Decide if you want your team to be private or public. (We recommend creating private teams so you can control who has access.) Click **N** . . .



4. Give your team a name and click