

IT Helpdesk Jönköping University Manual Skapad av lundav Senast ändrad 2018-04-18

Skapa ett Team från en O365 Group

Om du redan har en Office 365 Group så kan denna användas för att skapa ett Team.

I Teams, klicka på "Join or create team"



Klicka på "Create team"

Ľ	Search for or type a command						
	Join or create a team						
	Create a team						
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Det finns ett par olika varianter av Team. Mer information om dessa finns på ju.se/helpdesk



Eftersom du redan har en Office 365 Group, välj ett av alternativen och klicka på "Create a team from an existing Office 365 Group". Tänk på att ett par olika kriterier måste vara uppfyllda:

1. Group måste vara satt till "private". För att göra detta, gå till din Office 365 Group via portal.office.com och klicka på "Edit Group" från gruppens sida och justera inställningen under Privacy. 2. Endast den som är ägare till en Office 365 Group kan konvertera den till ett Team.

Create your team Collaborate closely with a group of people inside your organisation based on project, initiative or common interest. Watch a quick overview See your organisation's guidelines. Team name G. ① Description Privacy Private – Only team owners can add members Create a team from an existing Office 365 group	Ľ		Search t	for or type a com	nmand		
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Välj rätt Office 365 Group och klicka på "Choose team".

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	Choo Office withou	e your team 5 groups (of less than "2500" people) can have the functionality of Microsoft Teams added hanging the existing group in Outlook, SharePoint or other workloads.	S
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Beroende på om ni laddat upp filer eller använt OneNote-anteckningsboken i er Office 365 Group kan det behövas ytterligare manuella justeringar. Se ju.se/helpdesk