

## Requesting a new team in Microsoft Teams

A team is set up for each lecture, course unit etc. at FH JOANNEUM. The teams are created for you on an automated basis.

### **Important**

A new team can only be created by the Helpdesk. You are **not** authorised to either create a team or to join a team in Microsoft Teams.

To request a new team, proceed as follows:

1. Provide the Helpdesk ([helpdesk@fh-joanneum.at](mailto:helpdesk@fh-joanneum.at)) with the following information:
  - a. **Subject:** Create a new team in Microsoft Teams.
  - b. **Acronym** of the organisational unit / institute / degree programme to which the new team belongs.
  - c. **Name** of the new team. Important: the team name may not contain any umlauts, special characters or "ß".
  - d. **Email address** of the Owner of the new team.
2. The team will be created by the Helpdesk.
3. The Owner of the new team must add the desired team members. To do this:
4. Click on the "..." symbol next to the new team.
5. Click on "Add members" („Mitglied hinzufügen“) and add additional owners and members.