



Microsoft Teams

Committees and sectors



1. Benefits of using Microsoft Teams in Committees meetings

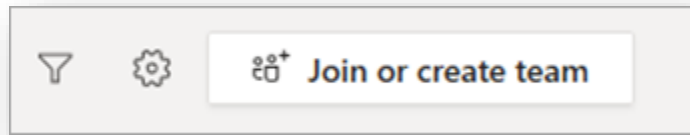
- Save time by organizing all work in one location.
- Set up recurring or one-on-one committee meetings.
- Collaborate in conversation stream posts.
- Communicate via chat, audio, or video calls.
- Make announcements using @mention to the team's General channel or by pinning important documents as permanent tabs.
- Share and organize content.
- Use OneNote Staff notebook, which includes:
 - ✓ Content Library for all members to read
 - ✓ Collaboration Space where members can edit collaboratively
 - ✓ Private notebooks for each committee member that can viewed by themselves and the staff leaders.
- Add tabs such as Planner, Power BI, Twitter, and more.

2. Create a Committee in Team

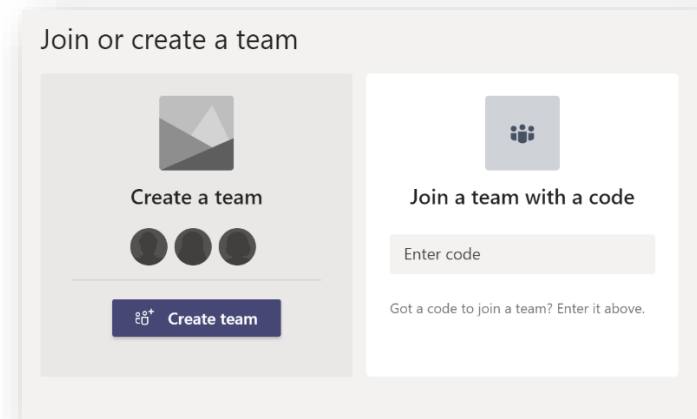
1. Select **Teams** in your left rail to view your teams.



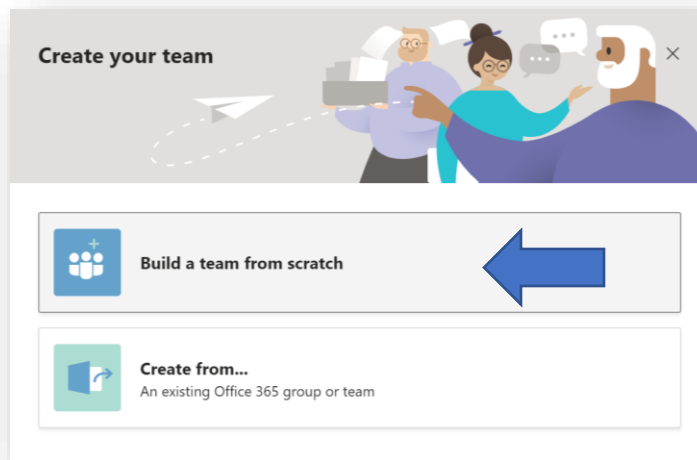
2. At the bottom left corner, select **Join or create team** → Create a new team.



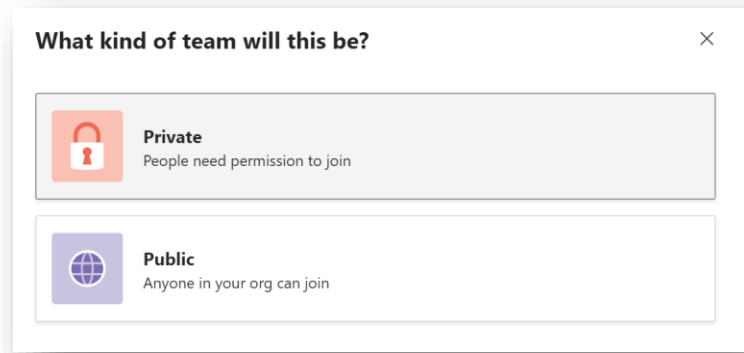
3. After you click, you will have the below display in your Teams, click on **Create team**.



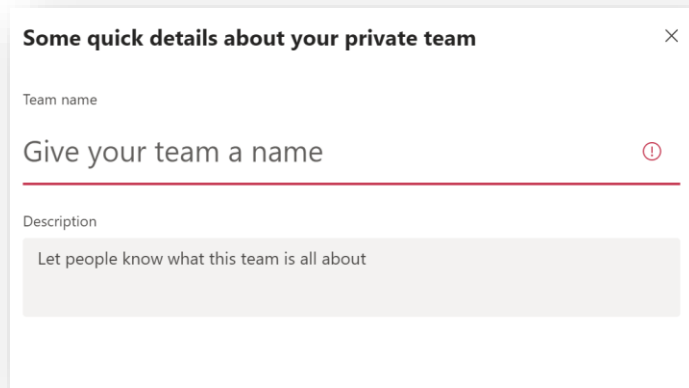
4. Click on **Build a team from scratch**



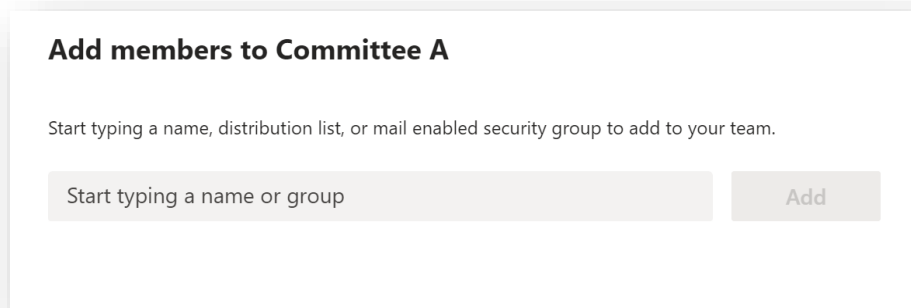
5. Select your preference for privacy



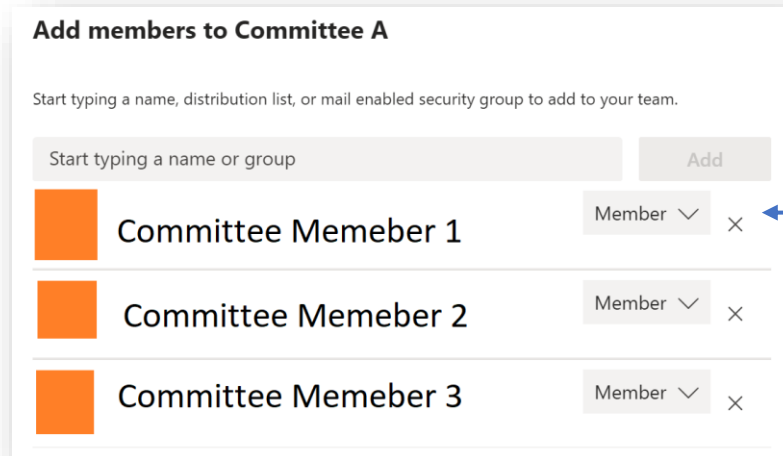
6. Name your Committee



7. Add the committee members by typing in their names.



8. The type of user will be displayed next to the user's name as below.



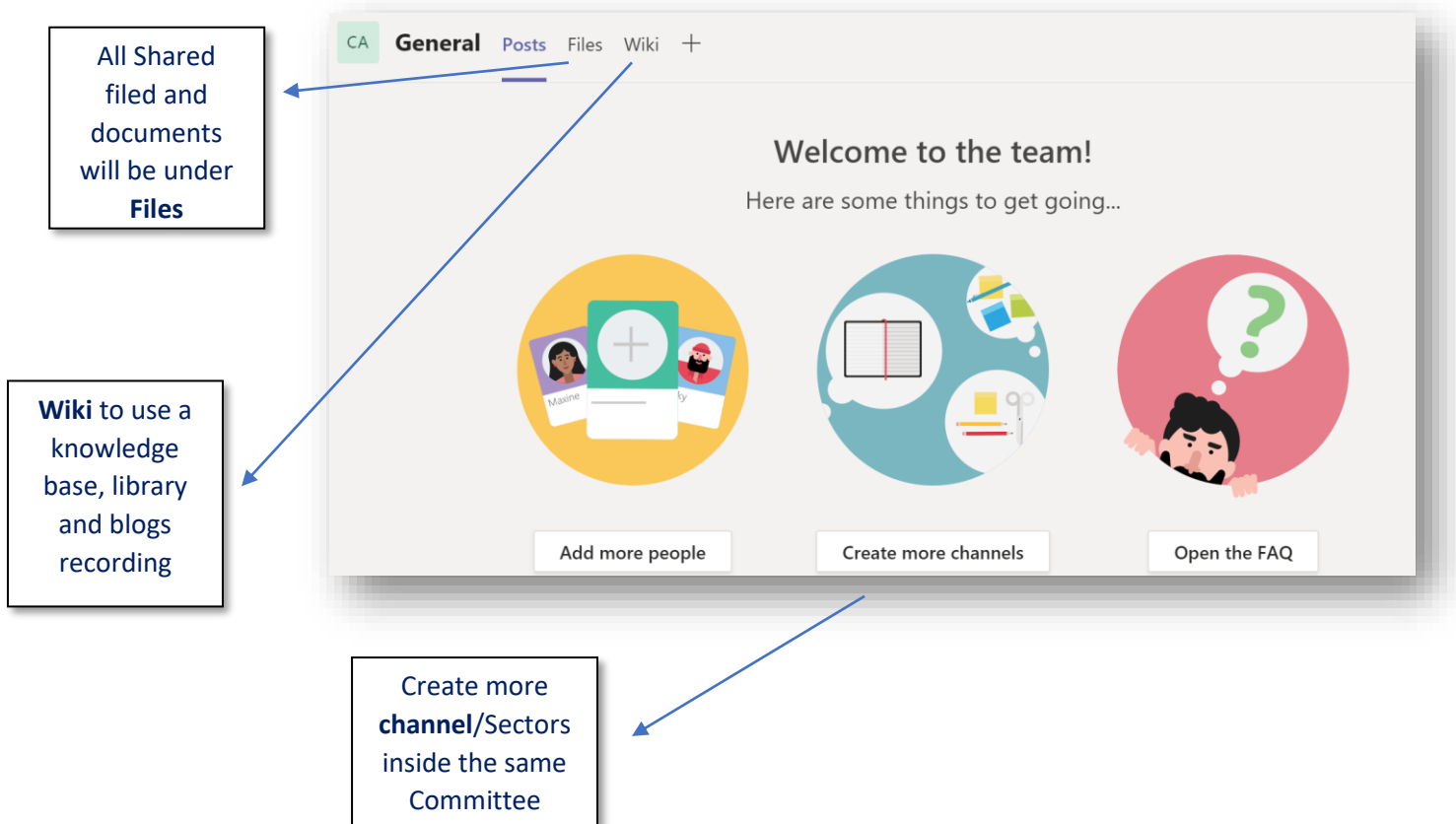
Click the down Arrow to change permission to **Owner**

9. You will see the committee displayed in Teams with a **General** Channel by Default.



You can add more members to the Committee later.

The + sign is to add more taps or pages to your team



10. Teams are made up of **channels**. Each channel is built around a topic, like "Team Events," a department name, or just for fun. Channels are where you hold meetings, have conversations, and work on files together.