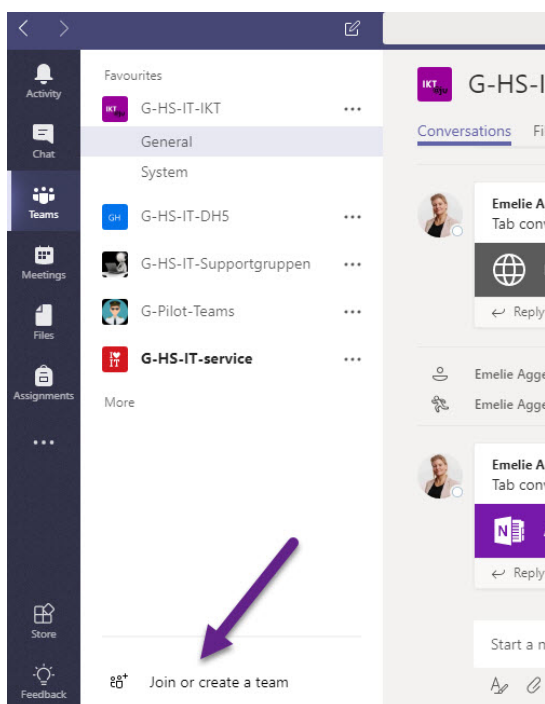




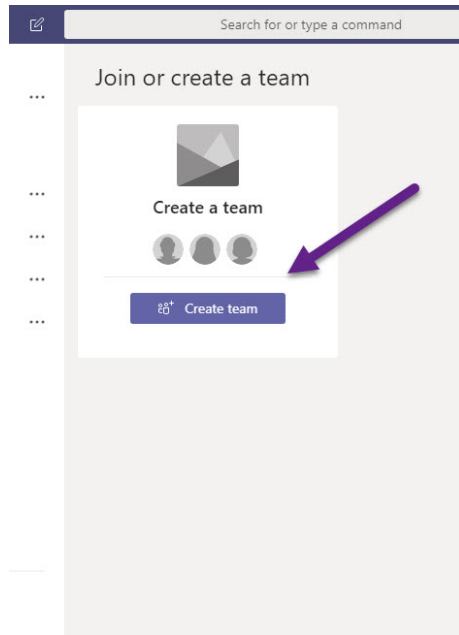
Creating a Team from an O365 Group

If you already have an Office 365 Group, you can create a Team based on it. To do so, follow these steps:

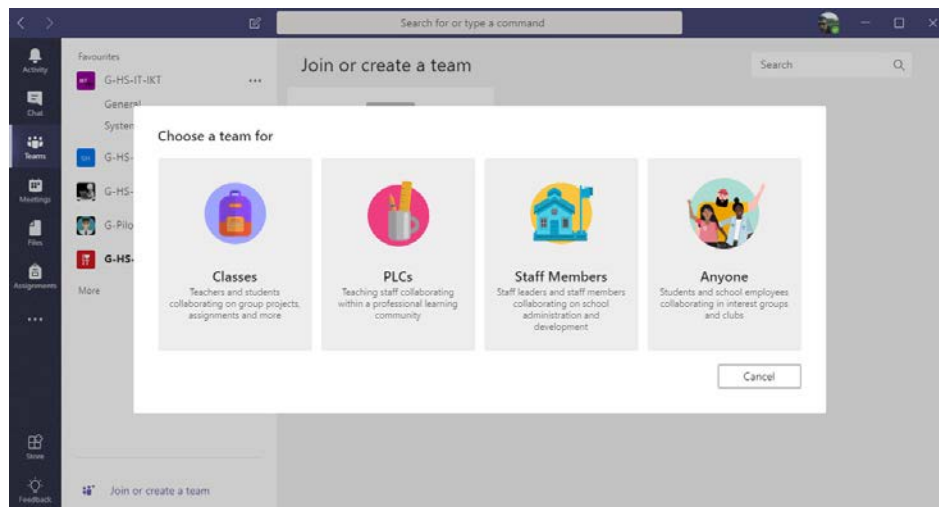
In Teams, click on **“Join or create team”**



Click on **“Create team”**

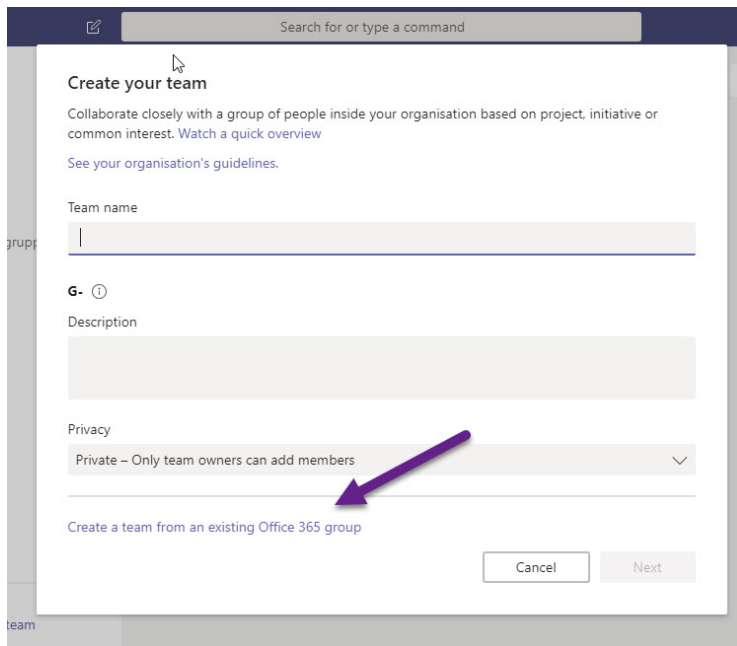


There are several types of Teams. To learn more about them, please see the information on ju.se/helpdesk

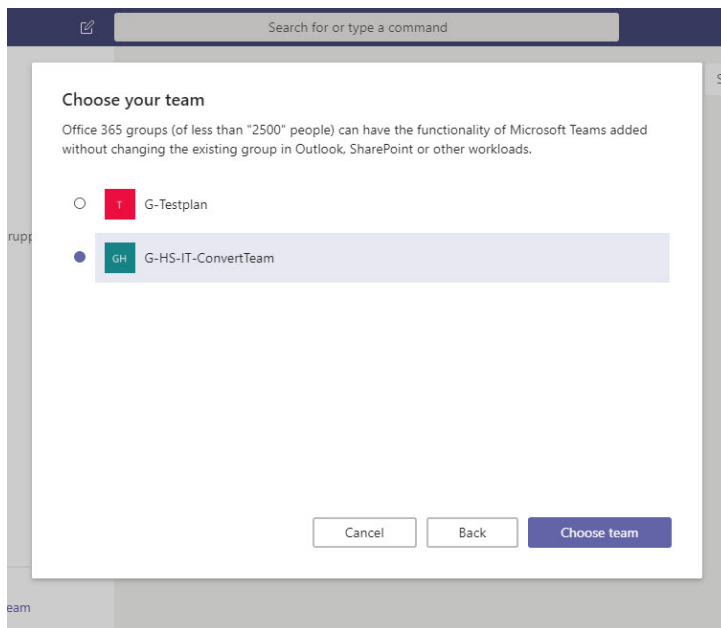


Since you are planning to convert a pre-existing Office 365 Group, click the **link “Create a team from an existing Office 365 Group”**. Please note that there are some conditions to be met:

1. *The Group must be set to “private”. To do so, navigate to the Office 365 Group when logged in to portal.office.com and click “Edit Group” from the group page and change the setting under Privacy.*
2. *Only the Owner of a Group can create a Team.*



Select the Group and click **“Choose team”**.



Depending on how you have used the Group previously you may have to move or adjust for example OneNote notebooks, Planner etc. Please see additional information on ju.se/helpdesk