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left side of Teams, click Teams, at the bottom of the teams list, click Join or create a team, and then click Create a new team. Once you've created the team, invite people to join it. You can add individual users, groups, and even entire contact groups (formerly known as "distribution lists").



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Enter a username —the part of the email address that comes before @outlook.com. Select the dropdown arrow at the far right of the username field to

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Bringing Microsoft  
Office Skills Together

Creating tables in a Word document is, as we've mentioned, a good way to organize and present your data. There are other ways you can do this, however.

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account for all services.

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Get the labels that are  
best-suited for your  
project. 2 Create a new  
Microsoft Word  
document. Double-click  
the blue app that  
contains or is shaped  
like a " W ", then double-

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click Blank Document "

in the upper-left part of  
the opening window.

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Go to

[account.microsoft.com](https://account.microsoft.com)

2. Select Create a  
Microsoft account 3.

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Each channel has a chat window and a place for files. First, you need a private team. Use an existing team or create a new one. You can add people to the team now, or wait until your prep work is...

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### Microsoft Teams

provides a powerful bot experience, but to ease development, take advantage of the Web App Bot service in Microsoft Azure. This lets you create a test bot that is easy to use and quick to develop, either from the online code editor or an offline editor such as VS Code. Start developing

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