

# HOW TO REQUEST A NEW TEAM

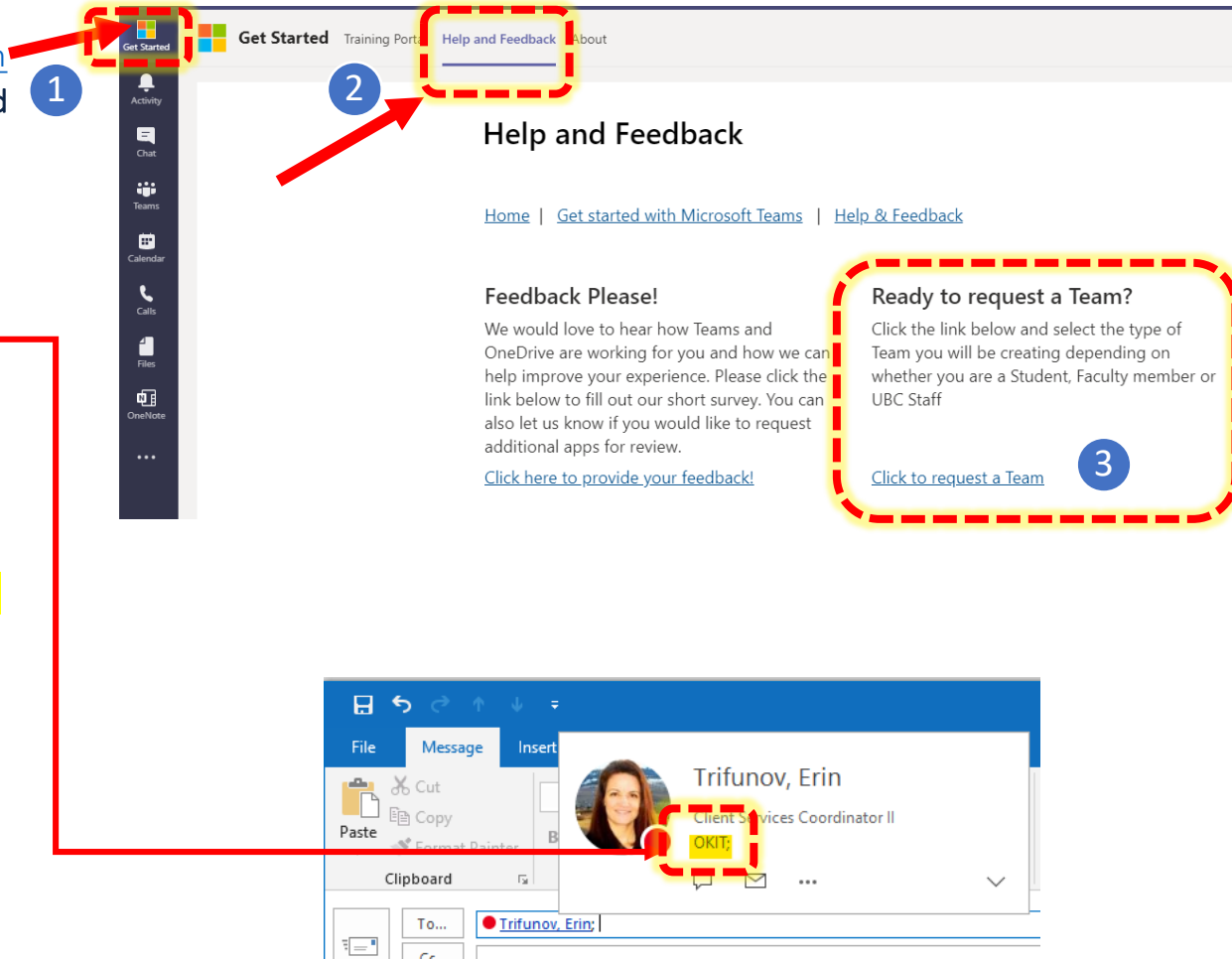
To create a Team at UBC you need to submit a [Departmental Team Request Form for Staff and Faculty](#) (1. Click on **Get Started** at top left side, 2. Click on “**Help and Feedback**” on the top menu, 3. Click on “**Request a Team**”)

You will need:

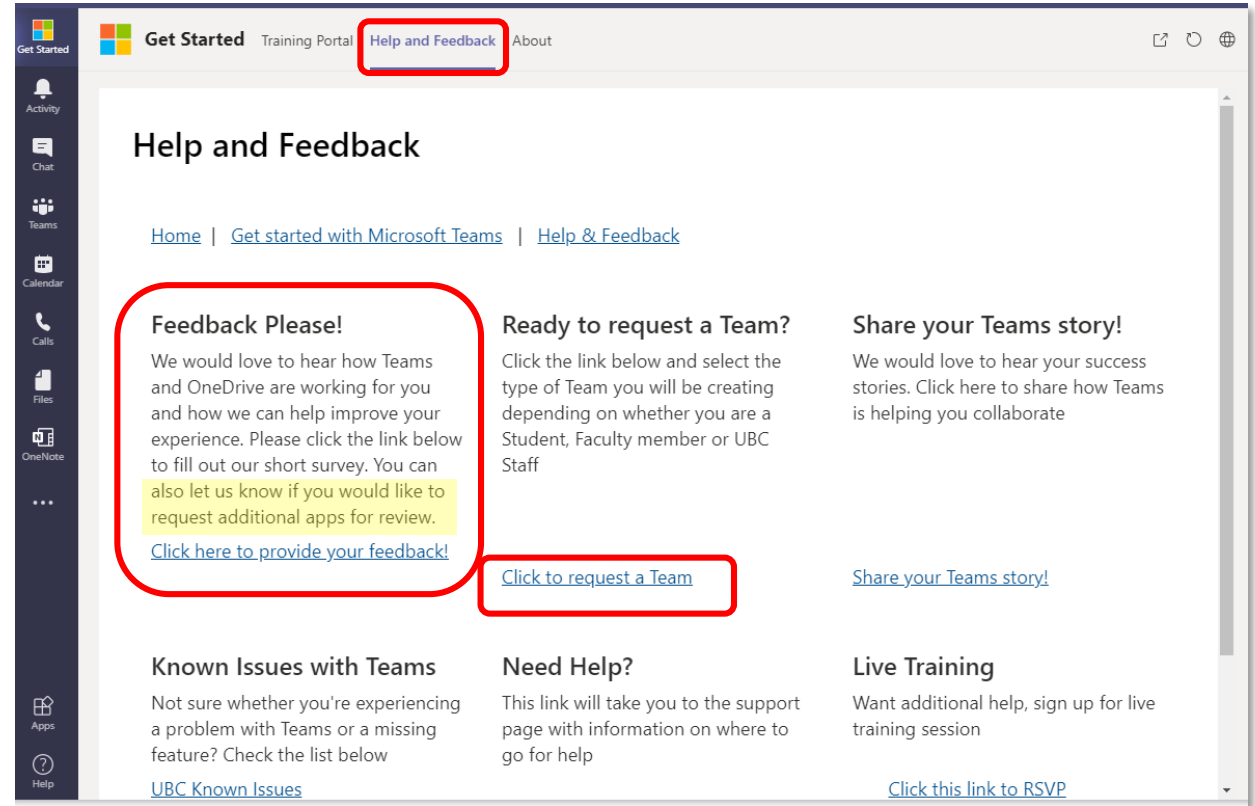
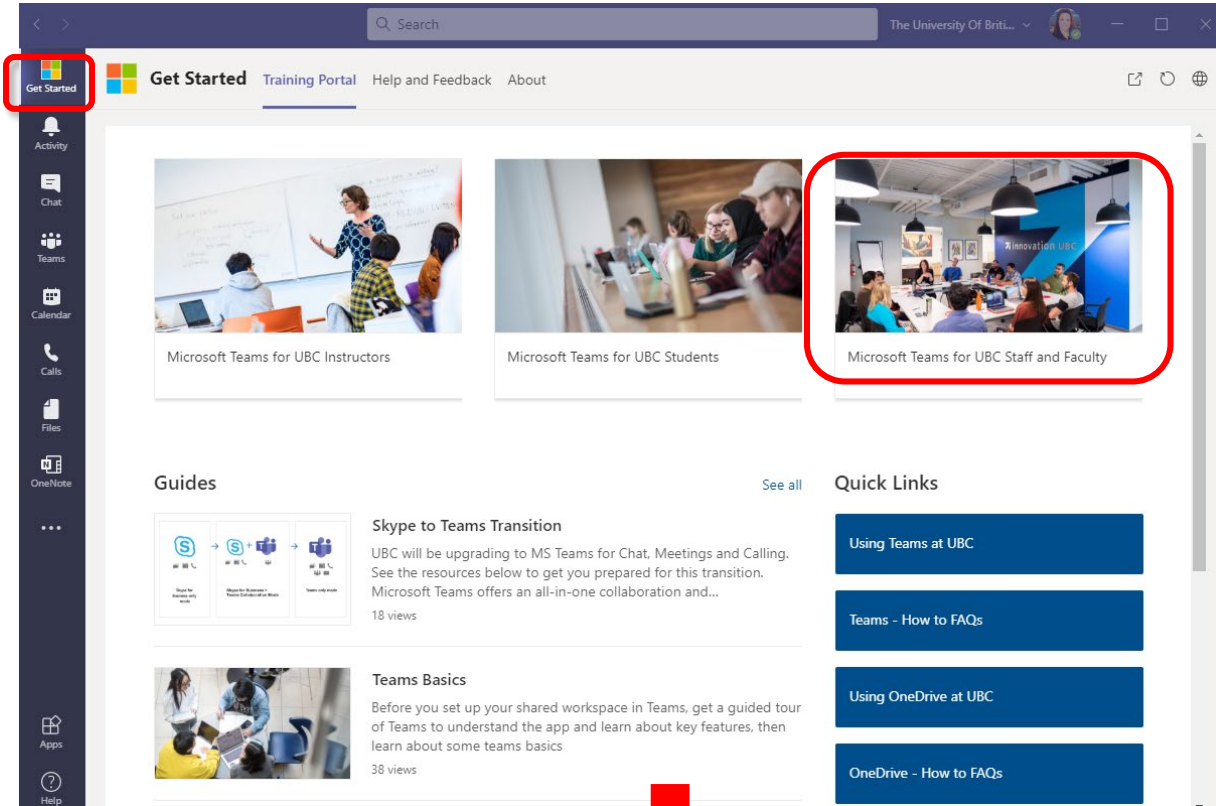
- IAM ShortCode and IAM Display Name to complete the form (link to this is provided on the form – or can also be found by looking at your profile in Outlook).
- For the **Team Name**, please consider using the following naming convention:
  - [IAM Display Name] [Name] Example: **UBC IT ABC123 Project**
  - **Note: Team owners CAN change the Team name after it is created**
- It is recommended to have a **minimum of two owners per Team AND Channel** (you will need to provide their name or UBC email - `firstname.lastname@ubc.ca`).

Once your Team is created, you will receive an email with a code to share with those who want to join, or you can add people directly.

**Note:** By default, only Owners of a Team can create new channels (general or private), however this can be changed via the Team settings so that members can create their own channels.



# MORE HELP -> GET STARTED



[Teams Quick Start Guide](#)  
[Teams FAQ](#)  
[UBC Collaboration Tools comparison](#)