
Adding a New Team and Assigning Members

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1. Select + **Add Team**



2. The Create a Team panel opens.
Add a Name and Description for the new Team.
Select **Ok**.



3. You can now add Members to the Team.
Select + **Add Members**.

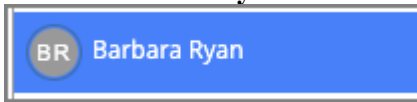


4. Filters help you find people easier. You can select into a field and either scroll or start typing to automatically start filtering the list.
Select the **All Users** field.



Job Aid Adding a New Team and Assigning Members

5. Select **Barbara Ryan**



6. Select **Bob Smith**.



7. Select **Ok**.



8. The selected team members are now displayed.

Select **Ok**.



9. On the right side of the Manage Teams panel you can select the Members tab to view the team members.
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