# How to Create a Team for a Class

Class teams have unique permissions and features for teachers and students. As owners of the team, teachers assign and review work and create channels and files. Each class team is also linked to its own OneNote Class Notebook.

Within the team, students:

- Collaborate in group work channels
- Share files
- Turn in assignments

1. Select **Teams** in your left rail to view your teams.
2. Select **Join or create team > Create a new team**.

3. Select **Class** as the team type
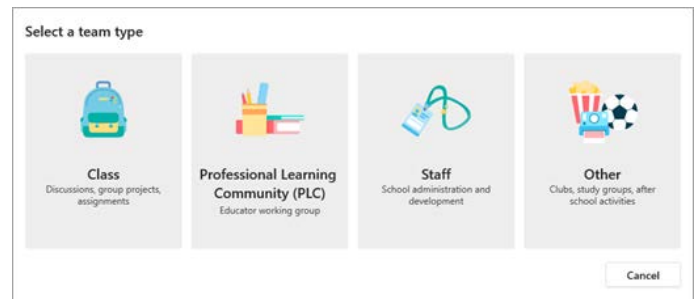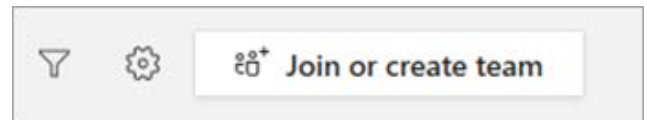
4. Enter a name and optional description for your class team, then select **Next**. For example: ENGL 1301 001 Fall 2019, Instructor Name
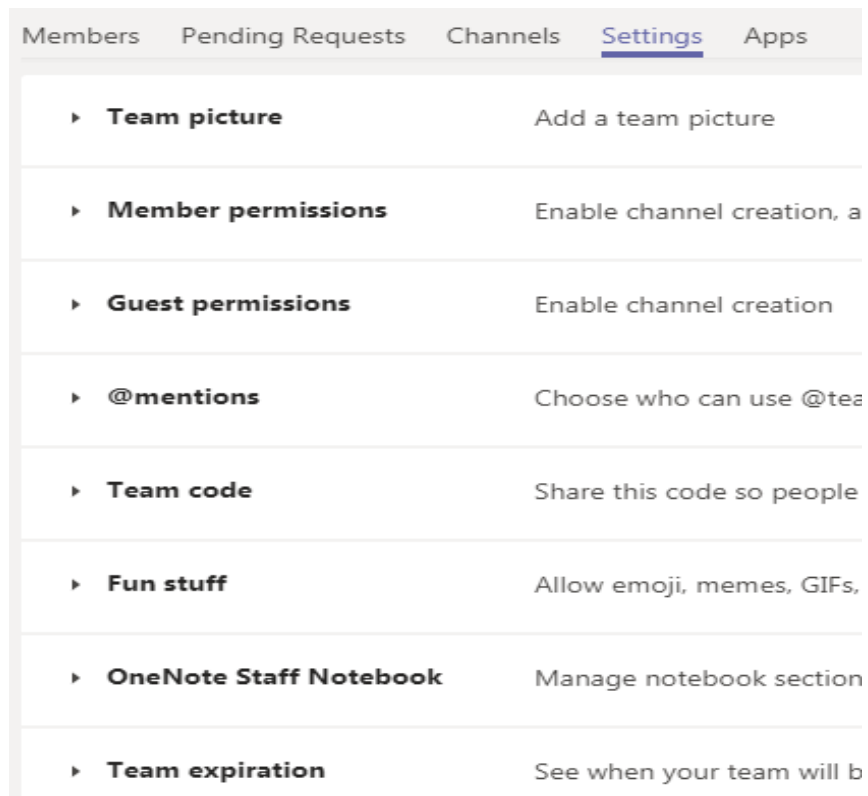
> **Tip:** During this step, you can also create a new team using an existing team as a template.
5. Get your Students Added to the Class

- On the Teams tab, click the ellipsis next to the new Team name and select "Manage Team."
- Rather than adding students one at a time, click the "Settings" tab and then click "Team Code."
- Click the button to generate a code that Students can use to join the Team.
- Email the code to all students in the class.