**Instructions to setup or “turn on” Microsoft Teams**

Initial setup of Microsoft teams is fairly quick and easy

You will have to decide which Coexistance Mode suites you.

**To set up Teams:**

Go to your Office 365 admin > Settings > Services & Add-ins > click on “Microsoft Teams” and turn it on.

**Changing Coexistance modes**

On the left Menu go to Admin Centers→ Teams (this will open up the Teams admin center)

I Teams Admin Center go to Org-wide Settings → Teams Upgrade and select the mode you want.

**Here are the 5 modes you have a choice of:**

**Islands mode** – This is the default mode. Each product is an Island, So Chat in Teams will stay in Teams and Chat in Skype for Business will stay in Skype for Business.

**Microsoft Teams collaboration–only mode** – In this mode, Teams is configured to support teams and channels-based conversations only. Private chats, calling, and meetings disabled. So skype for Business is still the only client for “Chat”/Instant Messaging, Voice, Video and Meetings

**Microsoft Teams collaboration and meetings mode** – Teams is enabled for teams and channels-based conversations as well as for meetings. “Chat”/Instant Messaging, and voice and video calling, remain on Skype for Business.

**Skype for Business only mode** – User is disabled from using Teams and can only use Skype for Business. These users can communicate with Teams users via one of the interop modes if they are enabled. If they have to join a Teams meeting they will join via the web browser.

**Microsoft Teams only mode**: User is disabled for Skype for Business and only uses Microsoft Teams for channels, direct chat/Instant Messaging and meetings.

In either mode you choose one client for “chat”/Instant Messaging and calling. you can’t choose Teams for “chat” and Skype for Business for Calling, since it confuses users to have two chat options

**Setting up a Team**

Open up the Teams and then Create yourself a team

Next Create yourself a Channel.