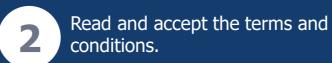
## Create your own community - Dashboard

You can create communities from the GovTEAMS dashboard or directly from within Microsoft Teams by using the Create Community app.



Select Create Community on the <u>GovTEAMS dashboard</u>.



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Enter community details, select community type and click Next.

GovTEAMS Dashboar	P. Search GovTEAMS OFFICIAL O D 🖧 🤶		Terms and Conditions		Community detail
Welcome	Connect and work with your team - click the Teams icon to get started - click the Teams icon to get started - click the SharePoint icon to get started	Create community 1. Accept Terms and Conditions	To create a community you must read and accept the responsibilities of being a community owner. By using GovTEAMS OFFICIAL as a Community Owner, you agree to these Terms and Conditions.	Create community 1. Accept Terms and Conditions	Community Name * Enter a Community name Tage
Contact Show more ~	Communities Strict. At u 2 T C Contention Favorites () Control Community Control Con	2. Add details 3. Finish	These Community Owner Terms and Conditions are in addition to the GovTEAMS OFFICIAL Acceptable Use conditions which apply to all GovTEAMS OFFICIAL Ausers, including Community Owners. Please read all these Terms and Conditions carefully. Introduction GovTEAMS OFFICIAL is developed and managed by the Department of Finance (Finance). You will become a Community Owner and become subject to these Terms and Conditions if: you request the creation of a GovTEAMS OFFICIAL community and your request is accepted by finance; or you become the Community Owner of an existing community.	2. Add details	+ Add tag Description ○ Enter a description  Move to use this community ○      ■ I HI

Community types:

**Private:** easily discoverable, members must request or be invited to join.

Hidden: Not discoverable by anyone, members must be invited to join.

**Open:** Easily discoverable, content is public, and any member can join and view. Open communities are accessible to all members. Any GovTEAMS member can add files and content to your community without your knowledge or approval. All content is open and accessible to all GovTEAMS members and will appear in searches.



**Members**