



## Creating Teams in Samepage

The first step to making the most out of Samepage is to create teams. All internal members can create teams and join open teams. You can create a team for any purpose. For example, you can create a team by department, by project, or special interest. You can access Samepage by going to <https://samepage.io>.

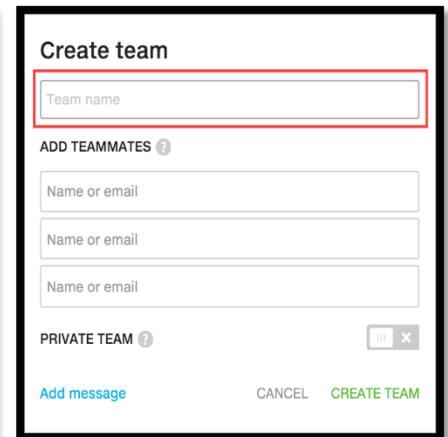
Below is a quick clip and step-by-step instructions on creating a team.

### Creating a Team

To create a team first, hover over the **Main Navigation** (which is in the top left corner of the page) to expand the menu.

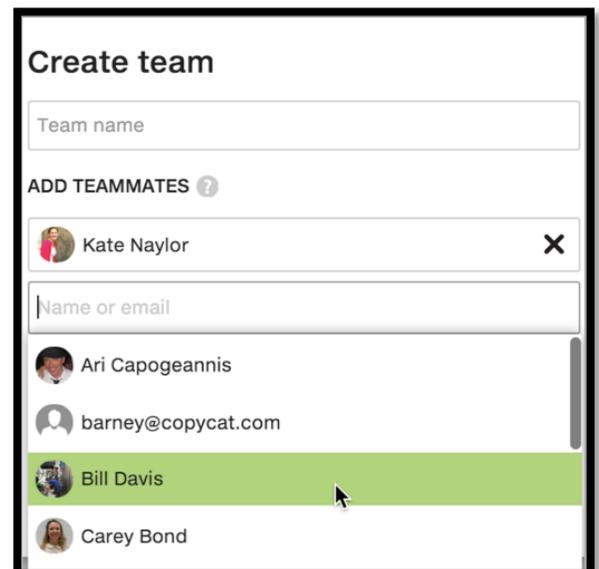
Next click the **green plus sign** next to My Teams.

You can search for existing team or you can create a new one. To create a new team select **Create Team**.



Now type the name of the team you want to create. You can add team members by typing their name/selecting it from the drop-down list. Add external team members by entering their email address. You can also control whether or not the team's privacy is open or private (Once a team is made private it cannot be changed).

Customize a message by simply clicking the **Add message** and type in the field. Finally click **Create Team**. You now have created a





team page and can start chatting with your team!

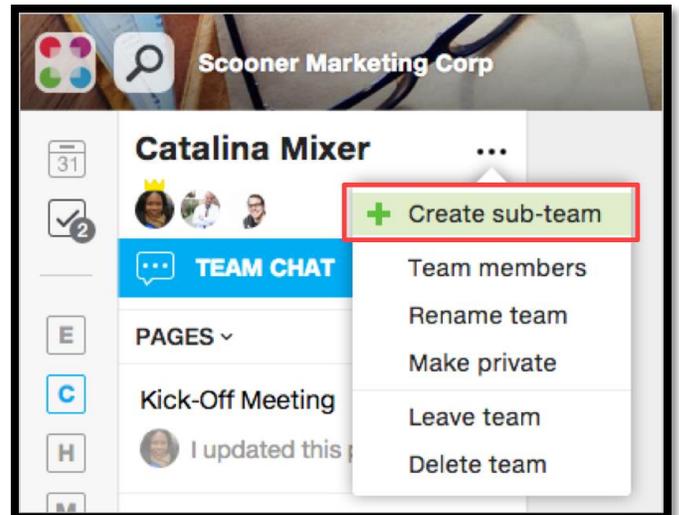
## Creating a Sub-Team

A sub-team is a team within a team. You can create a sub-team when you want to collaborate with a specific set of people or on certain projects that may not involve the entire team. For example, if a few members from the marketing team work with an outside contractor you can create a sub-team and remove any team members who aren't involved (or add new members who are). You can add external members (contractors, partners, or clients) and set the sub-team to Open or Private

To create a sub-team start by clicking the **3 little dots** next to the team name. A dialog box will appear.

Next click on the **create sub-team** from the drop down. Enter a name for your sub-team. Remove members you do not want to include in the sub-team or add new members if you like by **selecting their name** from the dropdown or **entering their email**. You can also set the privacy level for the sub-team.

Finally click **Create Sub-Team**.



### Create sub-team

**SUB-TEAM MEMBERS** ?

Jack Sample ×

Zane Zoobar ×

**PRIVACY LEVEL**

Open ▼ In Open sub-teams, internal members of Scooner Marketing Corp can see the sub-team and its content, and can freely join the sub-team.

**ADD MESSAGE**

Join our Team to discuss and share information.