

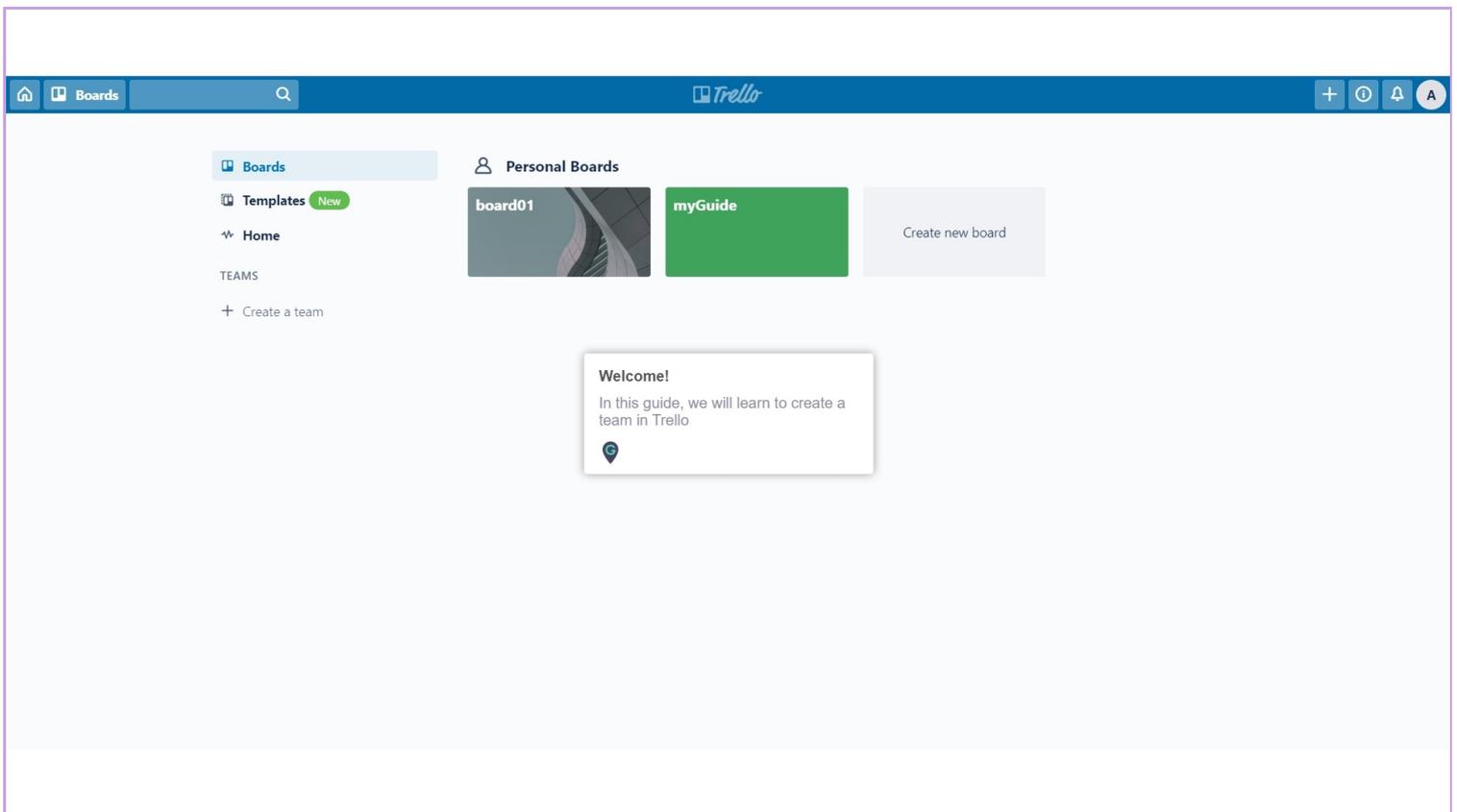


How to create a team in Trello

Step: 01

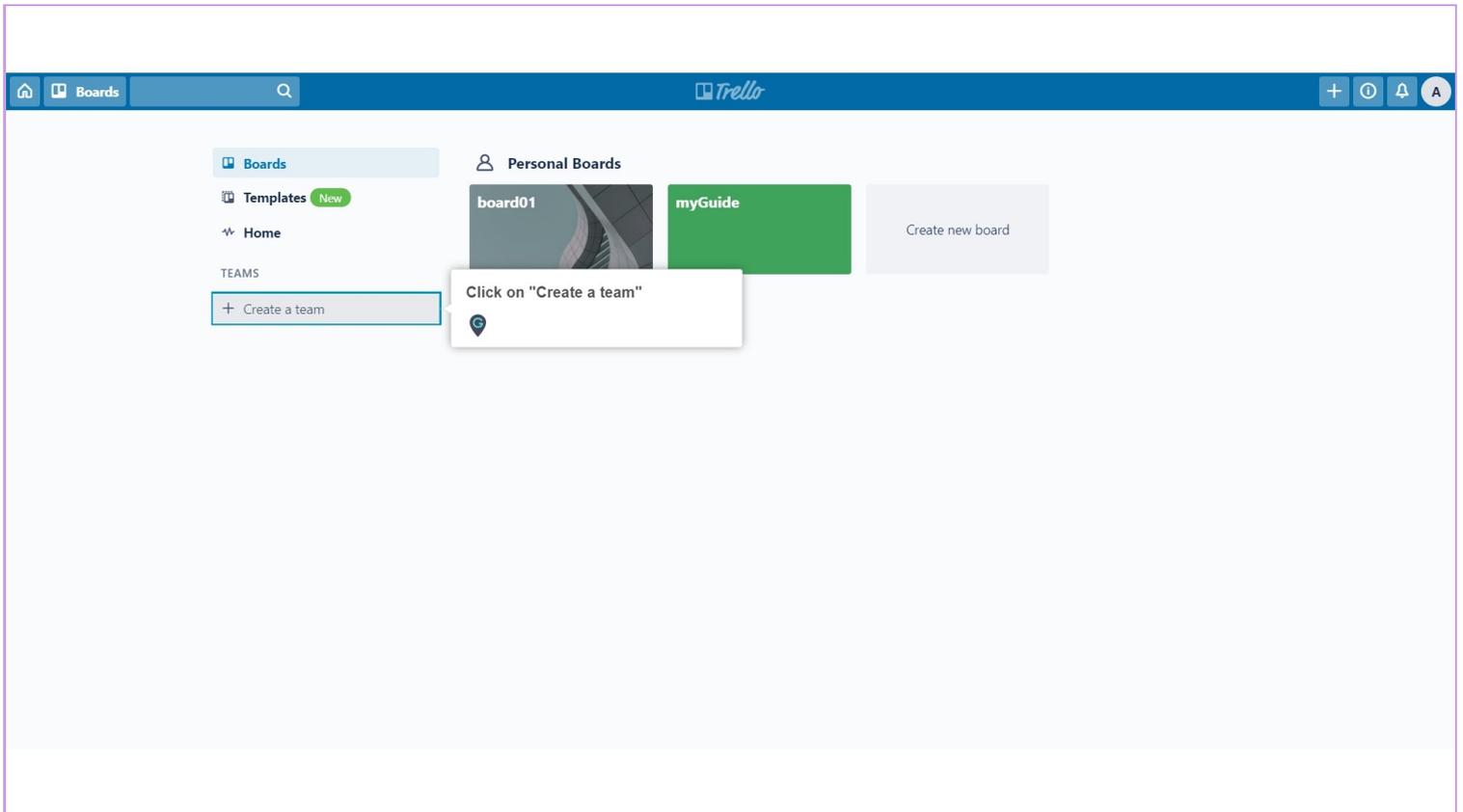
Welcome!

In this guide, we will learn to create a team in Trello



Step: 02

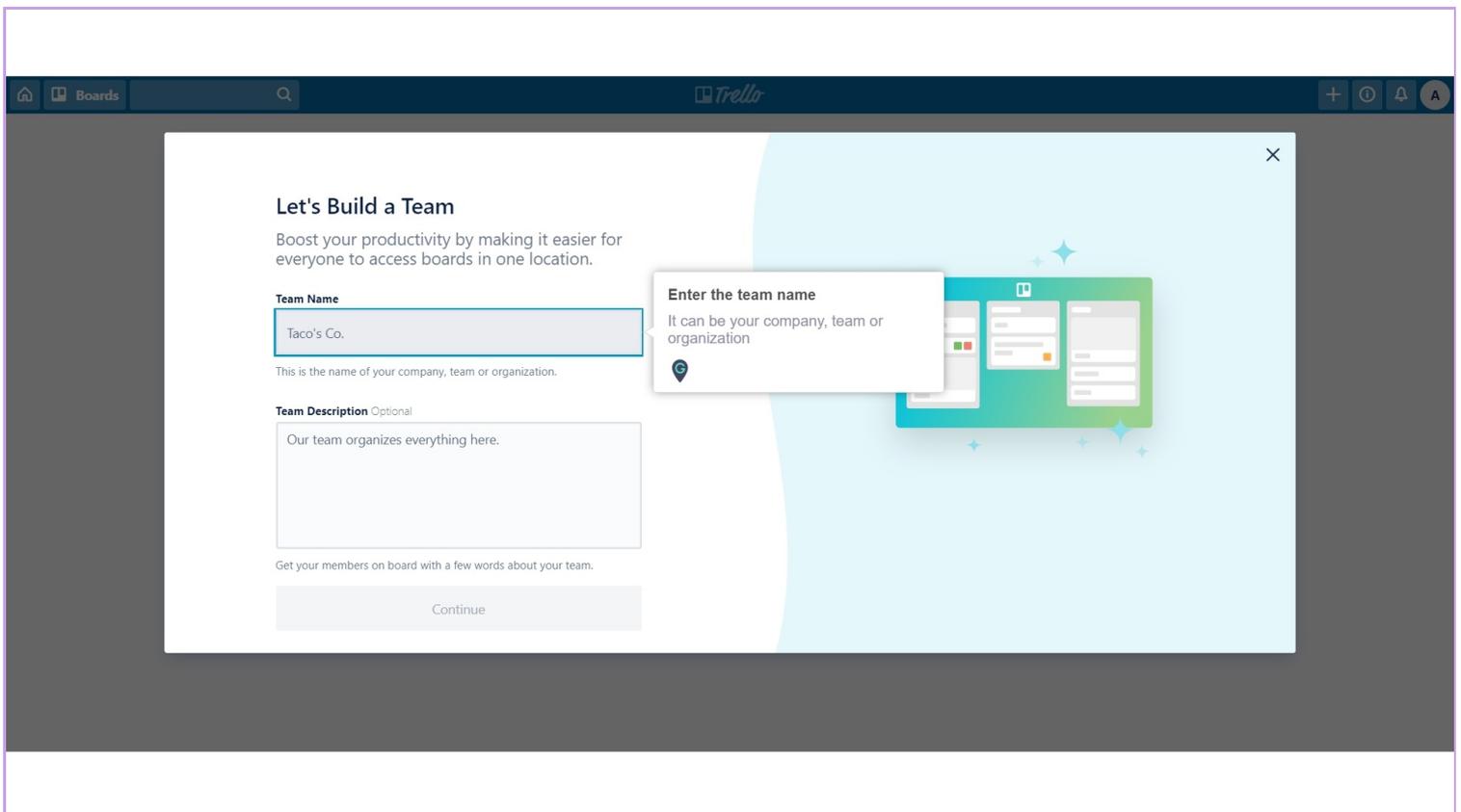
Click on "Create a team"



Step: 03

Enter the team name

It can be your company, team or organization



The screenshot shows the Trello 'Let's Build a Team' setup screen. The form includes the following elements:

- Team Name:** A text input field containing 'Taco's Co.'. Below it, a note states: 'This is the name of your company, team or organization.'
- Team Description:** A text input field with the placeholder text 'Our team organizes everything here.' Below it, a note states: 'Get your members on board with a few words about your team.'
- Continue:** A button at the bottom of the form.

A callout box titled 'Enter the team name' points to the 'Team Name' field, with the text: 'It can be your company, team or organization'.

Step: 04

Enter team description

The screenshot shows the Trello 'Let's Build a Team' setup screen. The header includes a home icon, 'Boards', a search icon, the Trello logo, and utility icons for adding, refreshing, notifications, and a user profile. The main content area has a light blue background with a Trello board illustration. The form fields are as follows:

- Team Name:** A text input field containing 'Taco's Co.' with a small help icon to its right. Below it is the text: 'This is the name of your company, team or organization.'
- Team Description:** A text area containing 'Our team organizes everything here.' with a small help icon to its right. Below it is the text: 'Get your members on board with a few words about your team.'
- Continue:** A light gray button at the bottom of the form.

A tooltip with a location pin icon and the text 'Enter team description' is positioned over the Team Description field.

Step: 05

Click on "Continue"

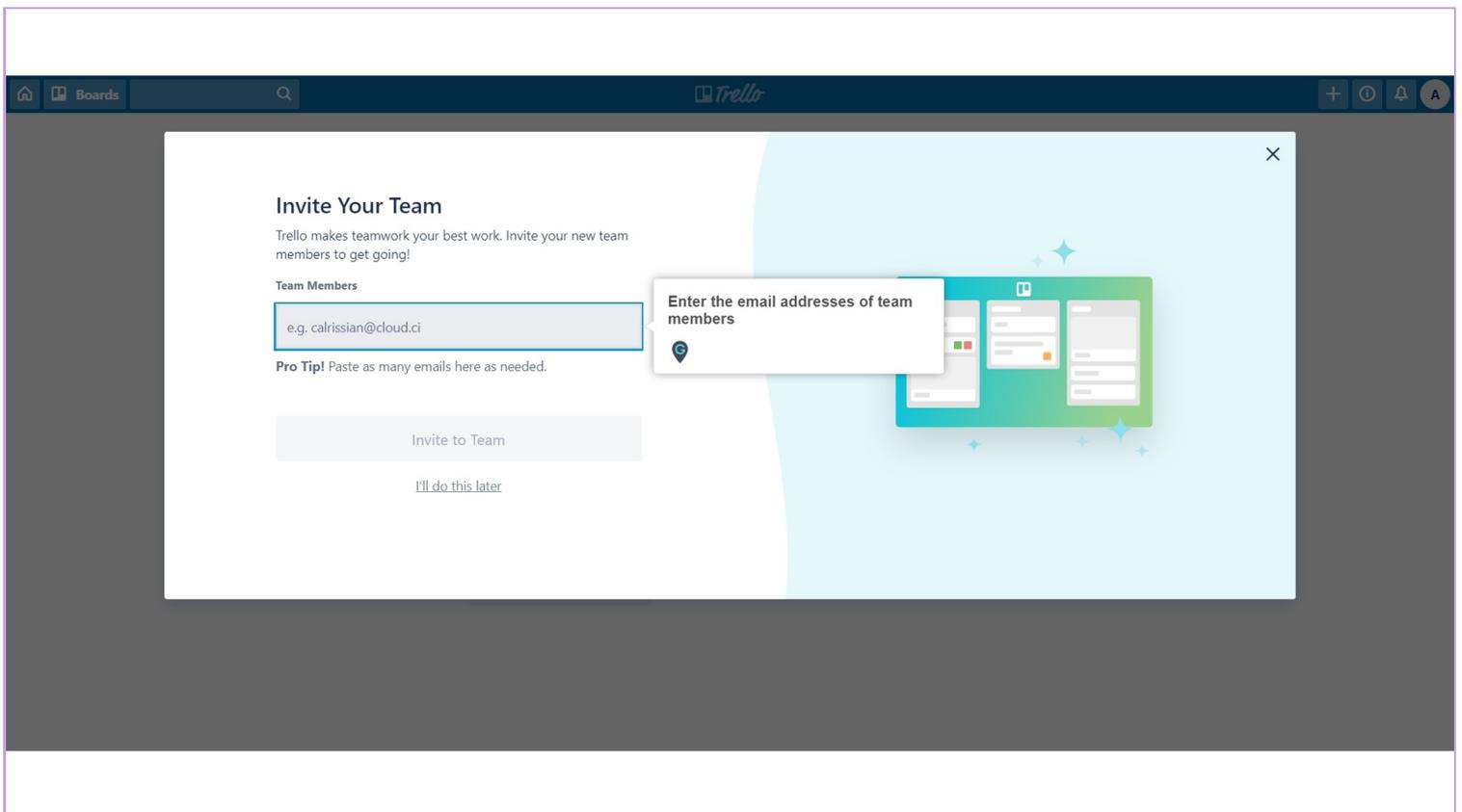
The screenshot shows the Trello 'Let's Build a Team' setup screen. The page has a dark blue header with 'Boards' and 'Trello' logos. The main content area is white and contains the following elements:

- Let's Build a Team**: A heading followed by the text 'Boost your productivity by making it easier for everyone to access boards in one location.'
- Team Name**: A text input field containing 'myGuide one'. Below it is the text 'This is the name of your company, team or organization.'
- Team Description**: A text input field containing 'Our team organizes everything here.'. The label 'Team Description' is followed by 'Optional'.
- Continue**: A green button at the bottom of the form.
- Callout**: A white box with a blue location pin icon and the text 'Click on "Continue"'. A line connects the callout to the 'Continue' button.

On the right side of the form, there is a decorative graphic of a Trello board with three columns and several cards, set against a light blue background with sparkles.

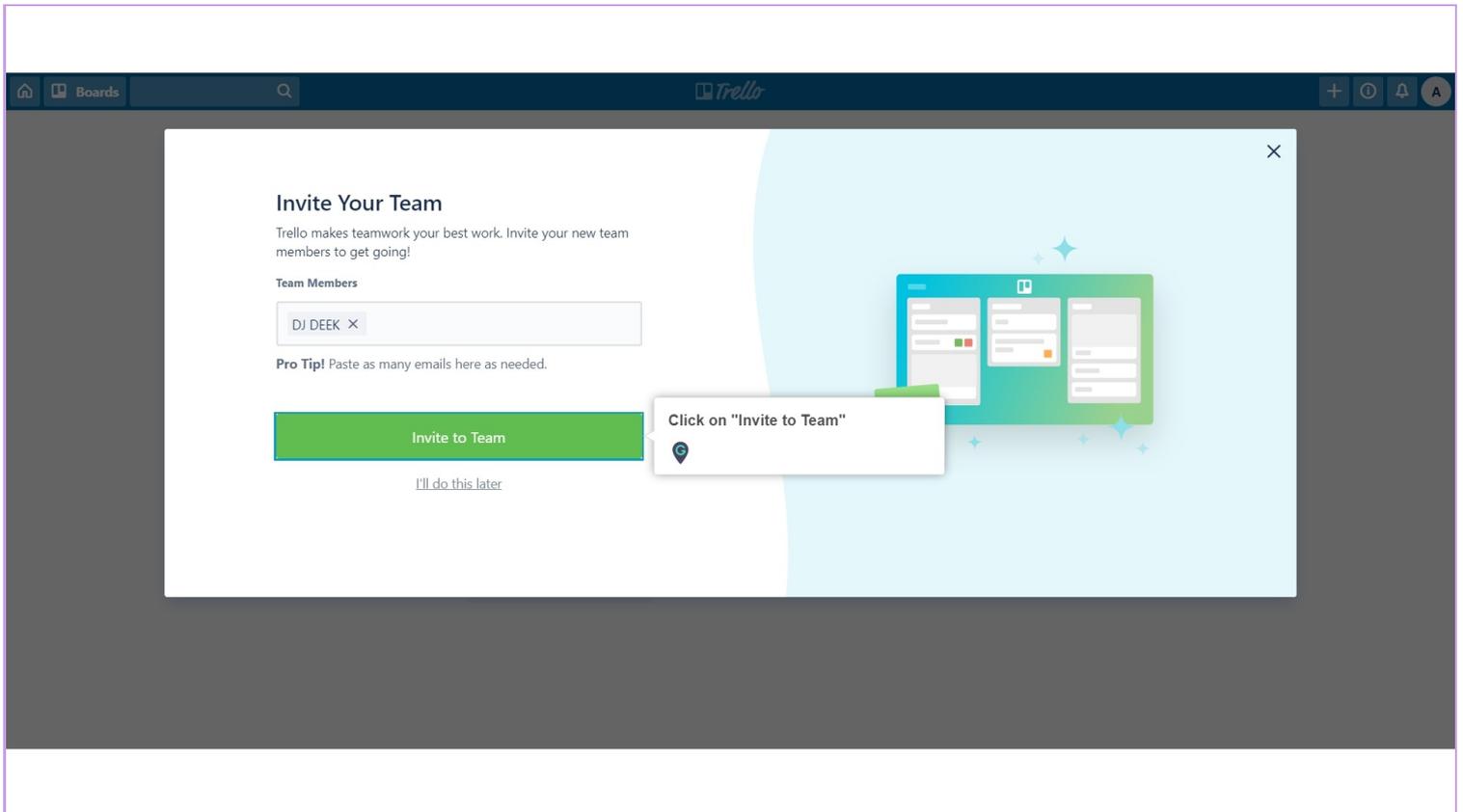
Step: 06

Enter the email addresses of team members



Step: 07

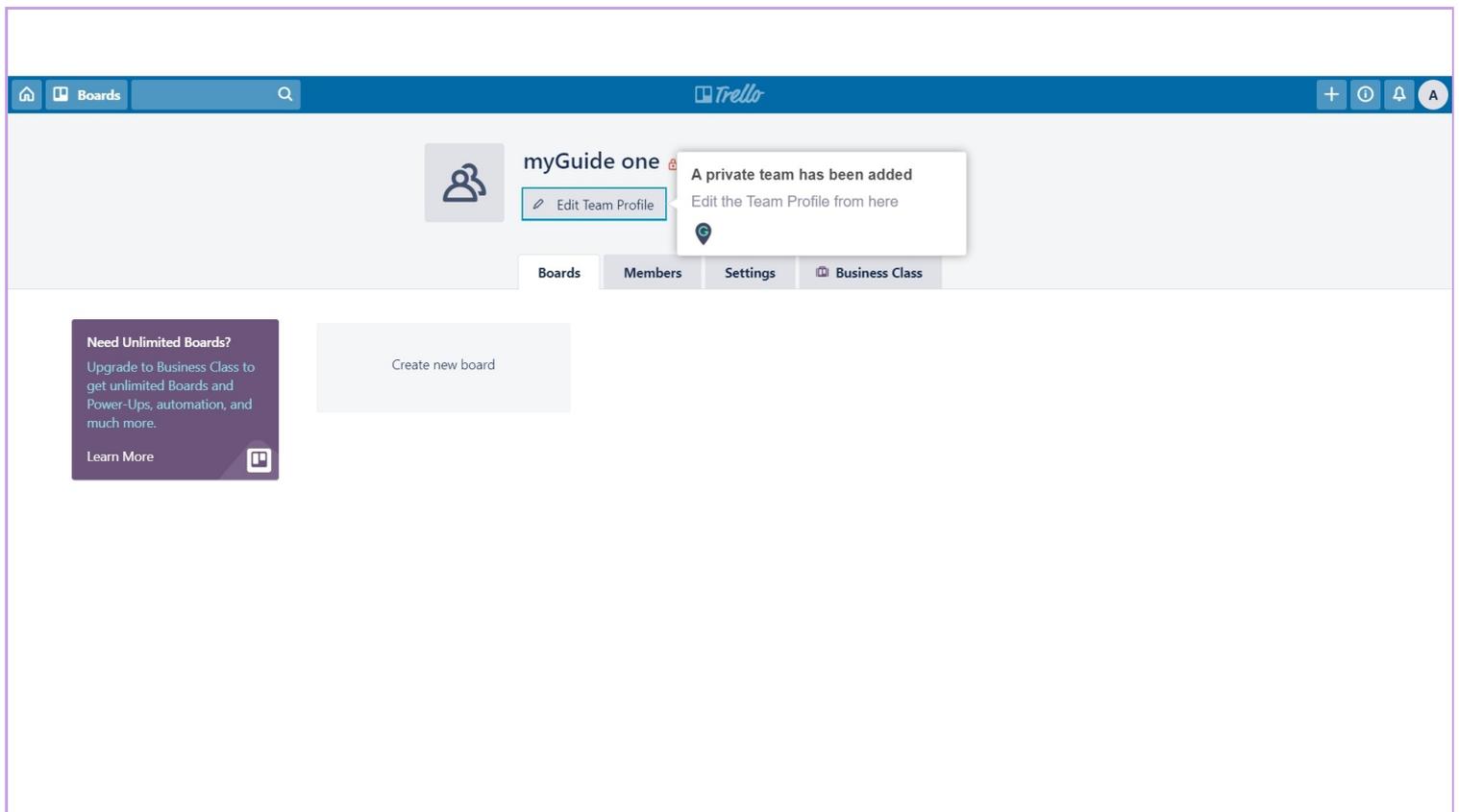
Click on "Invite to Team"



Step: 08

A private team has been added

Edit the Team Profile from here



Thank You!

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