

# How to Set Up Teams in Project

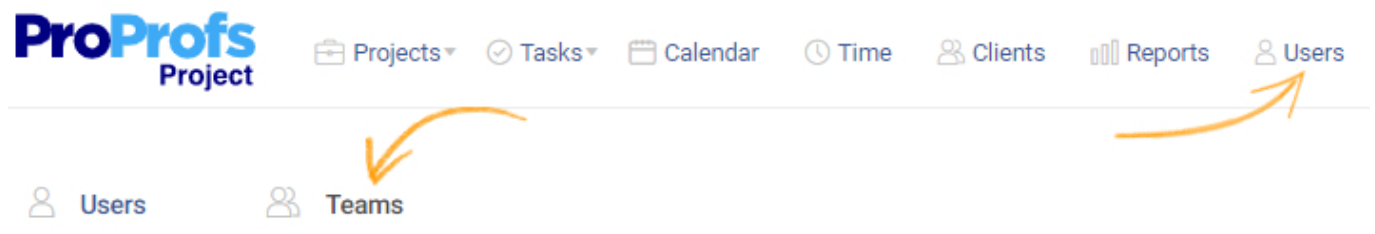
Teams allow you to group users together. Once a team is created it can then be assigned to projects, tasks, and sub-tasks. Setting up teams of users can save lots of time as you won't need to assign each user individually every time you set up a project.

## Benefits of setting up teams:

- Teams organize users better, improve communication and ensure that work quality is superior.
- Specialized teams can be created based on the user's fields of specialization and work required.
- Users don't see other users who are not part of a team which gives a level of privacy and focus when working on tasks.

## Here's how you can create a team in ProProfs Project:

**Step 1:** Go to **Users** —> **Teams**.



**Step 2:** Click on **+ Add Team**.

**Step 3:** In the pop-up window that opens, enter team name, color code the team, and add users to the team. Once done, click **Save**.

Calendar Time Clients Reports Users

### Add Team

Design

Color  ▼

Users

🔍

F [User Name]

[Save](#)

Suggested Reading: [Add a User](#)