Naming Microsoft Teams

> When creating new Microsoft Teams, please remember to use the naming convention "8827-nameofteam." This will make finding the team a lot easier and will prevent naming conflicts. Additionally, please add the account 8827-apps@schools.vic.edu.au as an owner. This way, I.T. can help with any issues that may arise.

do not name a team as follows:

> **VICEDU - YEAR 7 CAMP 2025**
> **CREEK CAMP 2025**

Correct Naming:

> **8827-Year-7-Camp-2025**
> **8827-Creek-Camp-2025**

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