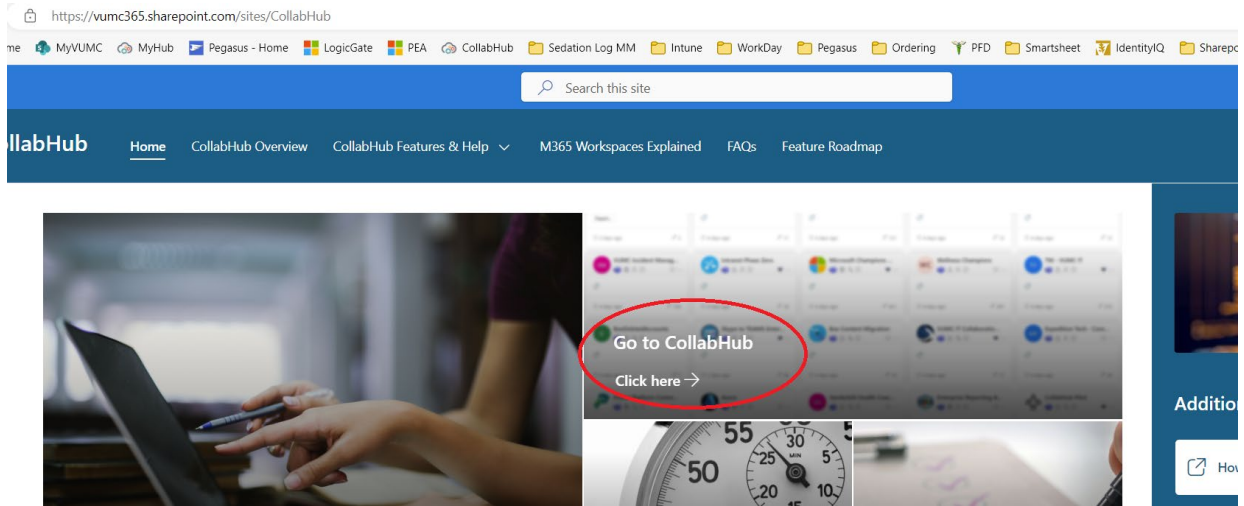
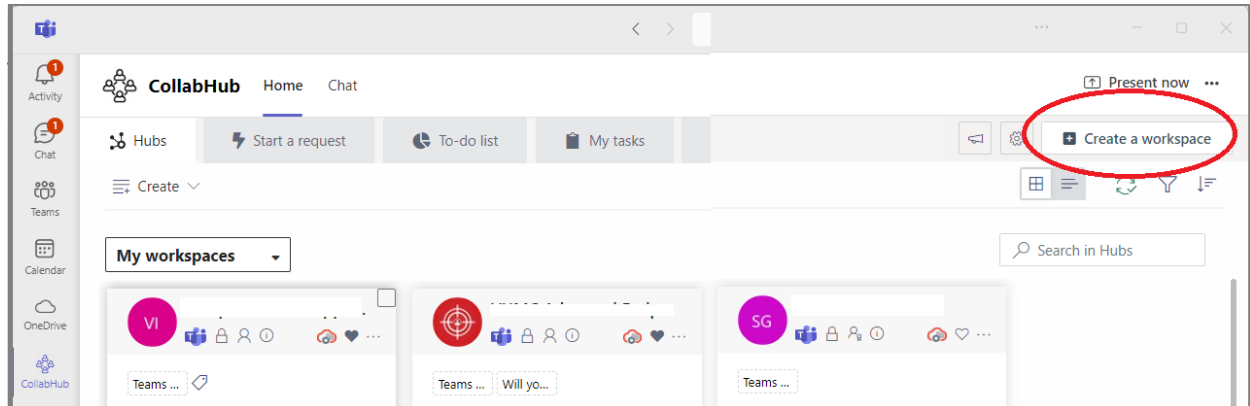


<https://vumc365.sharepoint.com/sites/CollabHub>

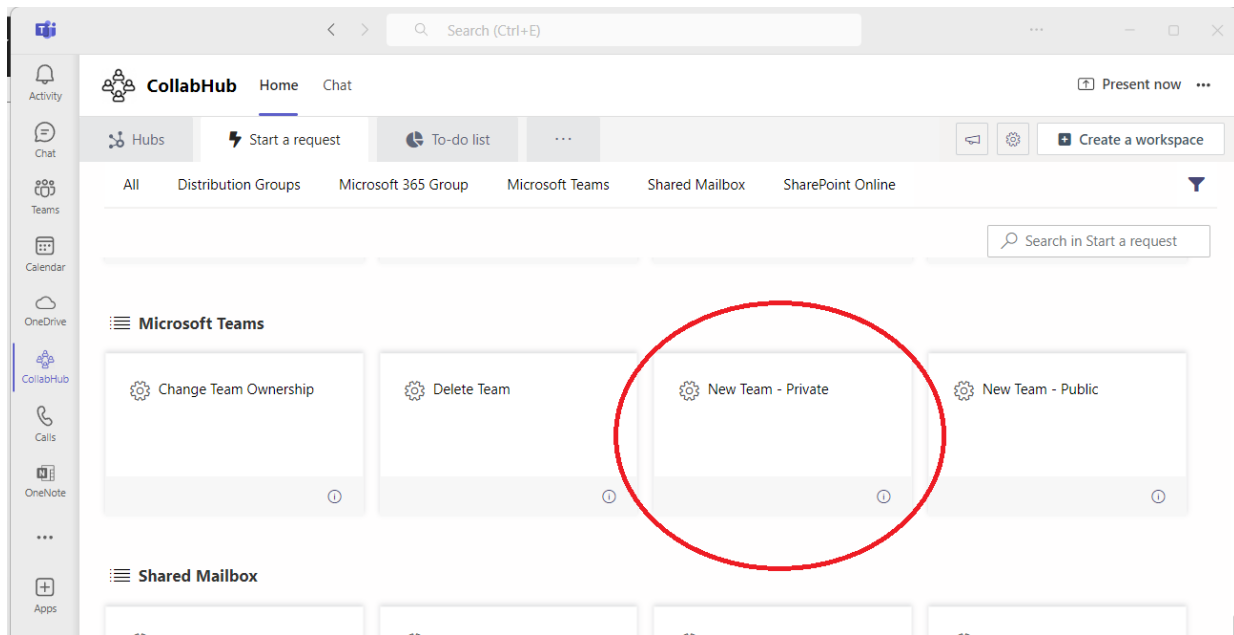
click **Go to CollabHub**



click **Create a workspace**



click **New Team - Private**



Add Secondary Owner and team Members.