Southern Connecticut State University

Teams: Managing a Team

Introduction

This guide will walk you through how employees can manage the settings of their team(s) in Microsoft Teams after creating one.
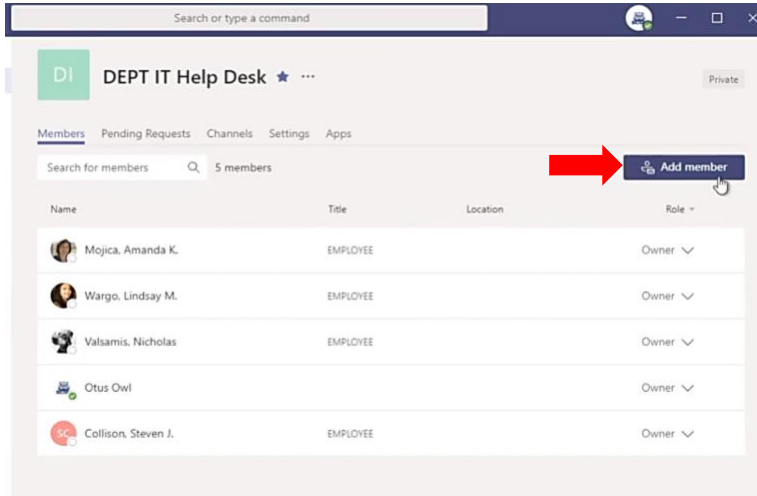
View and Manage Team

1. Select the 3 dots next to the team name, which opens the Options menu. Select "Manage Team". Here you will see all current members and their roles.
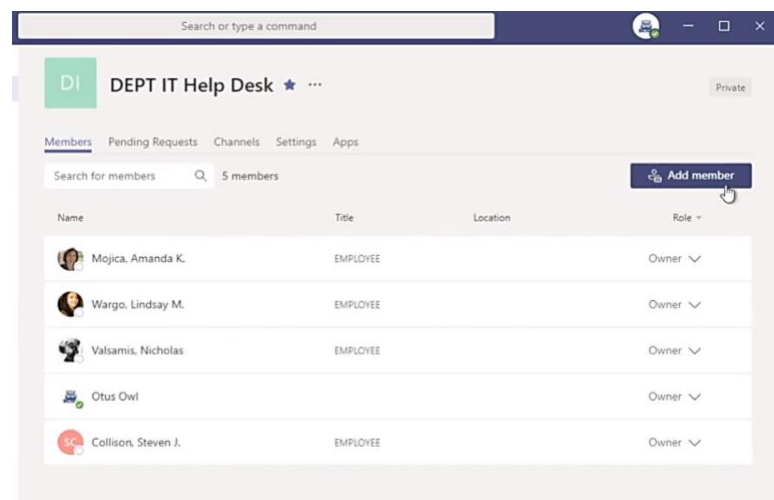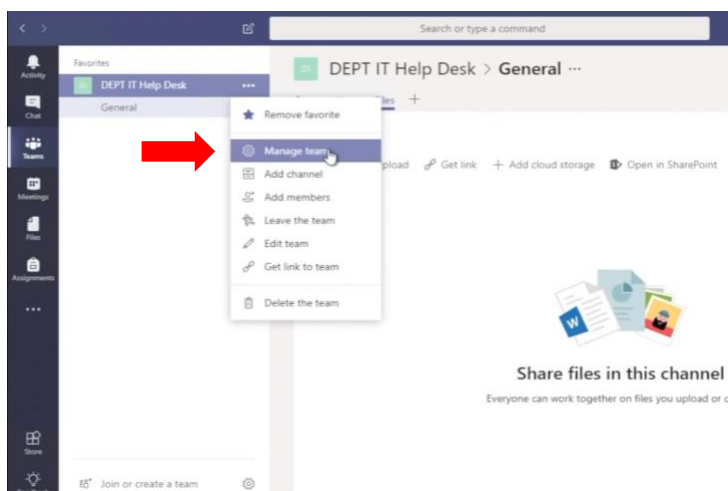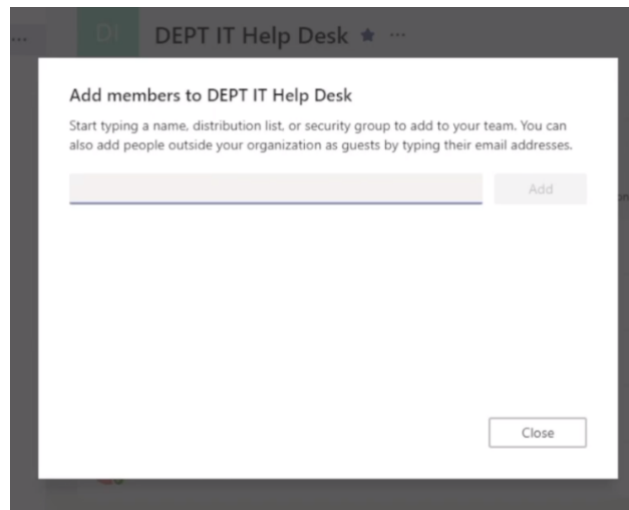
Add a Member

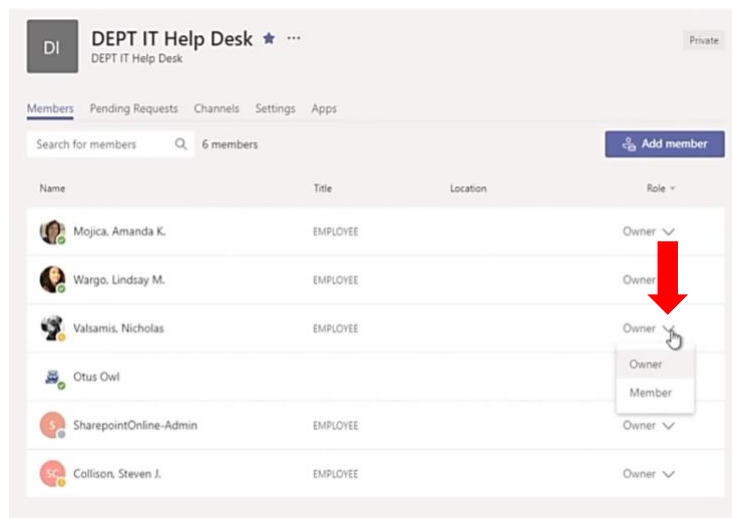1. Select "Add member" to add a member.

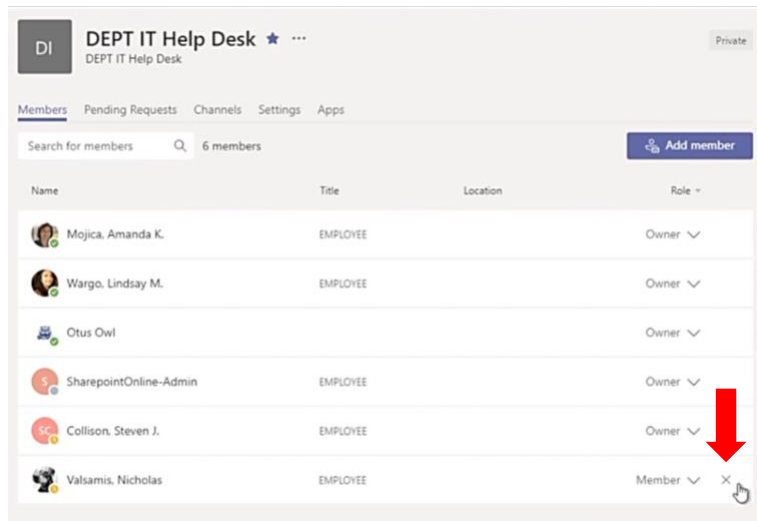2. Add a member to the team by searching their name and then clicking "Add".

Change Roles of Team Members

1. Select the downwards arrow next to the individual. You may change the role to "Owner" or "Member". Owners will have co-administrative rights to the team, and be able to perform the same actions.
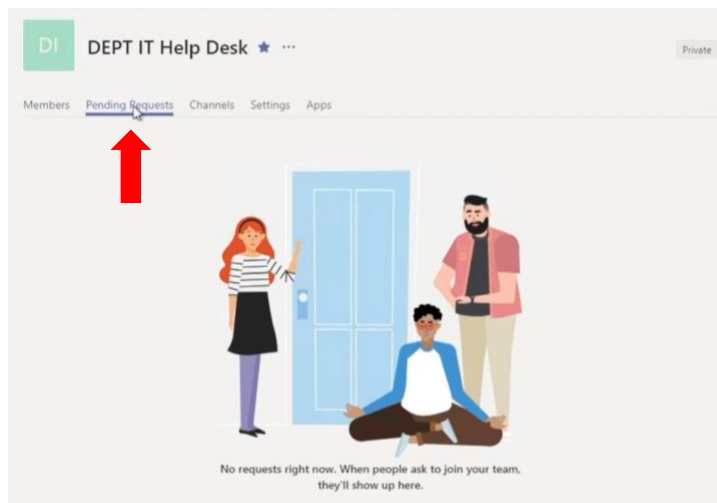
Deleting a Member

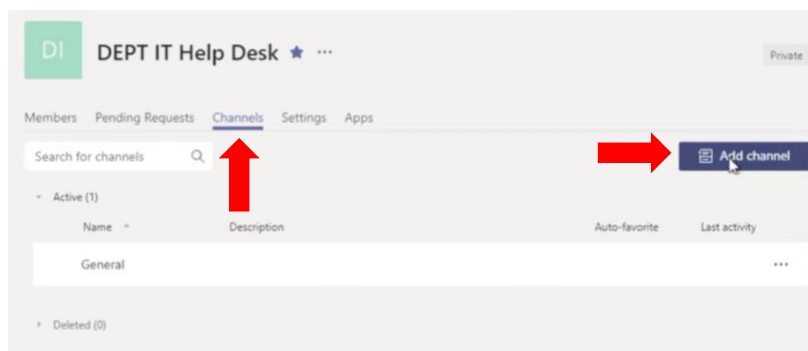1. Remove a member by clicking on the "X" at the end of their row.

Pending Requests

1. You may review any requests from people wanting to join your team in the "Pending Requests" tab.
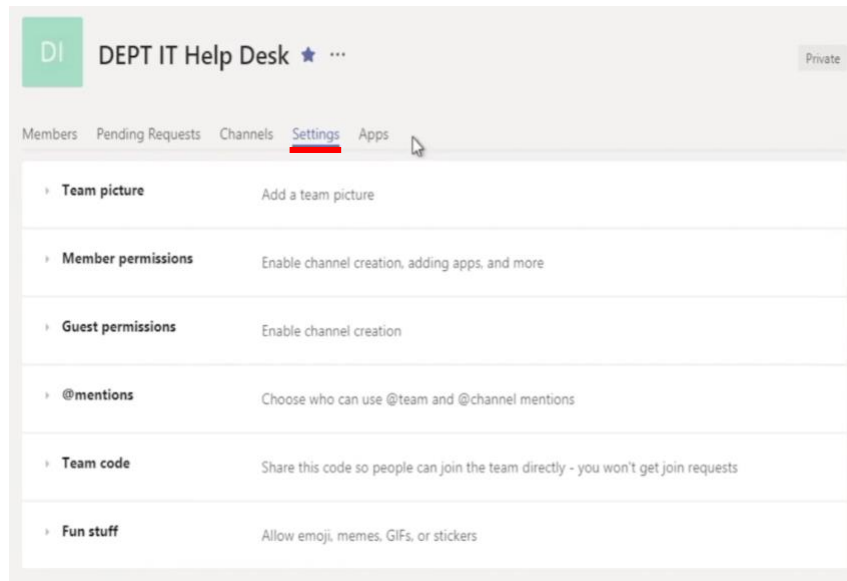

Channel Creation

1. Create a channel by going into the "Channels" tab and selecting "Add Channel". This is covered more in our "Creating and Managing Channels" documentation.

Settings and Apps

1. Adjust and access settings in the "Settings" tab such as Team Picture, Permissions, Team code, etc.

2. Under the "Apps" tab you may add apps to your team.