DIGITAL METRO NORTH

Quick Reference Guide

Microsoft Teams settings for a team

For Team Owners

As a Team owner you can manage the setting of your team in Microsoft Teams, enabling you to delete a team or members, manage team permissions and alter team settings.

Changing teams settings

1. Select **More options** button on the Team you wish to delete.



2. Go to Manage team.



3. Select Settings tab from the header.



From the Teams setting tab this allows you to:

- Change the team picture.
- Set member permissions.
- Enable @team at @(team name) mentions in a channel.
- Set permissions for guests.

Manage team membership

As an owner of a Team you can manage membership, by deleting or changing permission of users.

1. Select the **More options** button on the Team you wish to delete.



2. Select **Manage Channel**. This page will display all Owners, Members and guests of the channel.

Û	Channel notifications	>
52	Pin	
Ŕ	Hide	
త	Manage channel	
(i))	Manage channel Get email address	

- 3. In the membership list under Role:
 - a. **Delete a member:** click on the **X** on the right-hand side of the screen of the member you wish to remove.



b. Change permissions: Select the drop down box and select either Member or Owner.

Member 🗸	×
Owner	×
Member	×

Note: To delete an Owner from a Team, they must be changed to a member then deleted.



Deleting a team

1. Select the **More options ...** button on the Team you wish to delete.



2. Form the dropdown list select Delete the team.



3. A confirmation message will appear. Select the check box and **Delete Team** to permanently delete the team.

Are you sure you want to delete the team "Me		
		annels, chats, files,
and the Office 365 Group for this team will be	deleted.	
I understand that everything will be delete	d.	
and the stand that everything the be deteted		

Remember that deleting a team:

- Removes the team mailbox and calendar from the exchange.
- The corresponding Sharepoint and its files will also be deleted.
- Any OneNote notbook or Stream group affiliated with the team will be deleted.

Archiving a team

1. Select the **cog** icon at the bottom of the teams list.

(?) Help	⊌ ⁺ Join or create a team	¢	

2. Select the **three dots** on the far right of the team and select **Archive team**.

Ē	Add channel
0^+	Add member
S.	Leave the team
Ø	Edit team
S	Get link to team
T	Archive team

Note: You must a an owner of the team in order to have archive access. The conversations and files in the team become read only once you archive it. You can still search through it and keep it saved as a favourite.

V1.0 Effective: November 2020 Review: November 2021 Document ID: 162-QDA-QRG





