

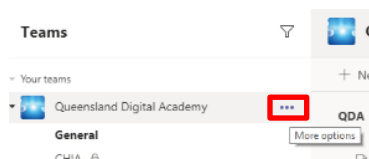
Microsoft Teams settings for a team

For Team Owners

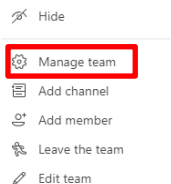
As a Team owner you can manage the setting of your team in Microsoft Teams, enabling you to delete a team or members, manage team permissions and alter team settings.

Changing teams settings

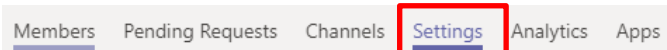
1. Select **More options** button on the Team you wish to delete.



2. Go to **Manage team**.



3. Select **Settings** tab from the header.



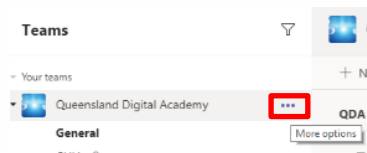
From the Teams setting tab this allows you to:

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

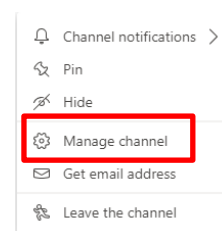
Manage team membership

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.

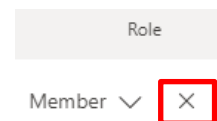


2. Select **Manage Channel**. This page will display all Owners, Members and guests of the channel.

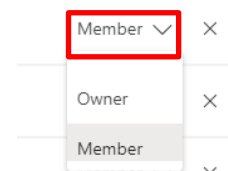


3. In the membership list under **Role**:

- a. **Delete a member:** click on the X on the right-hand side of the screen of the member you wish to remove.



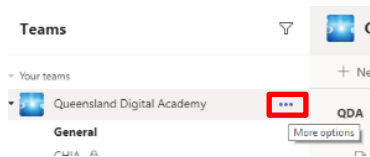
- b. **Change permissions:** Select the drop down box and select either **Member** or **Owner**.



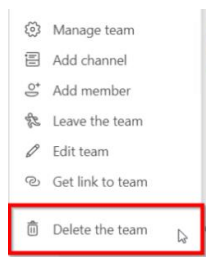
Note: To delete an Owner from a Team, they must be changed to a member then deleted.

Deleting a team

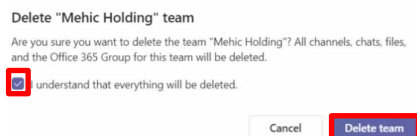
1. Select the **More options** ... button on the Team you wish to delete.



2. From 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.

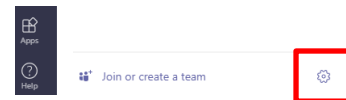


Remember that deleting a team:

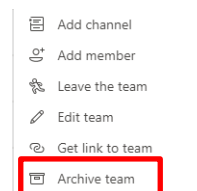
- Removes the team mailbox and calendar from the exchange.
- The corresponding Sharepoint and its files will also be deleted.
- Any OneNote notebook or Stream group affiliated with the team will be deleted.

Archiving a team

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



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



Note: You must be 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.