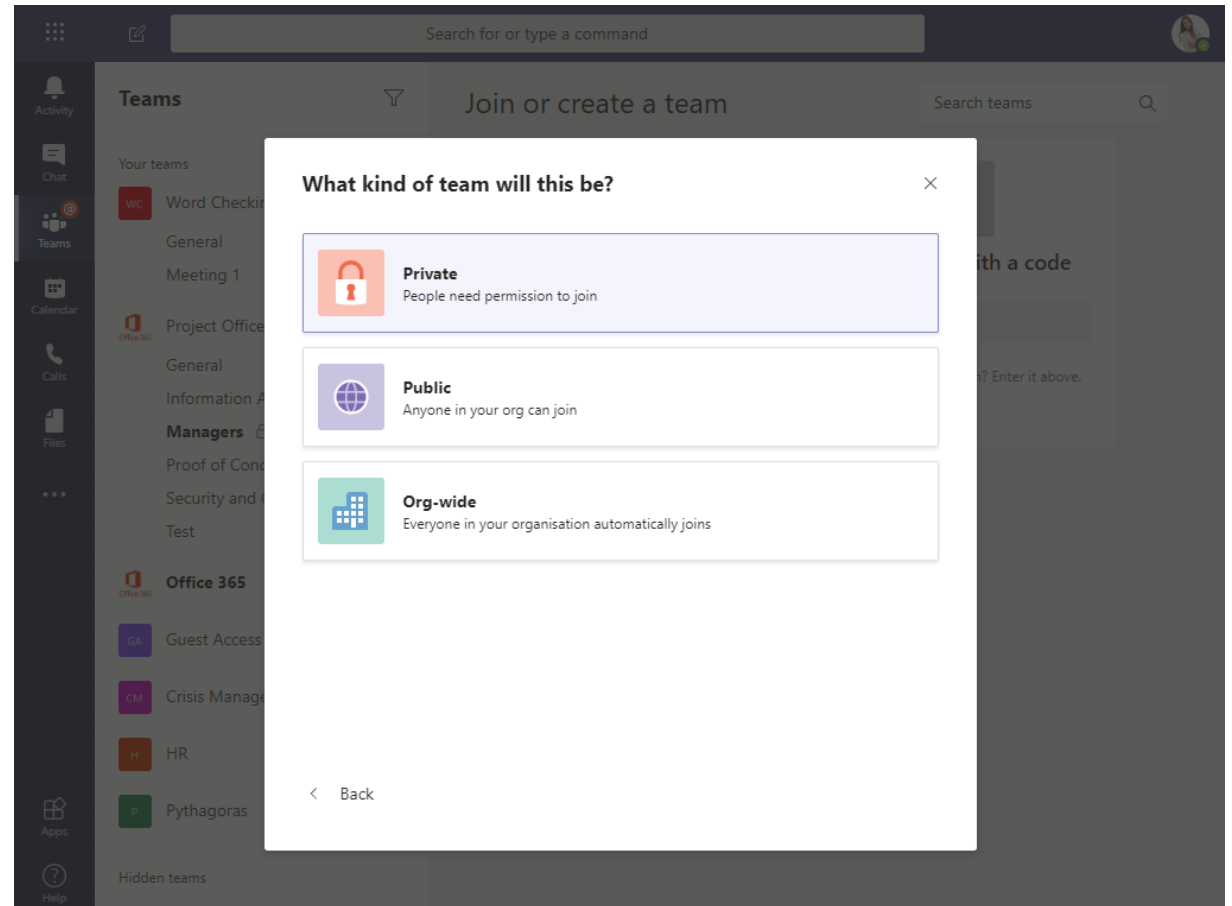


Group Administrators

Creating Teams

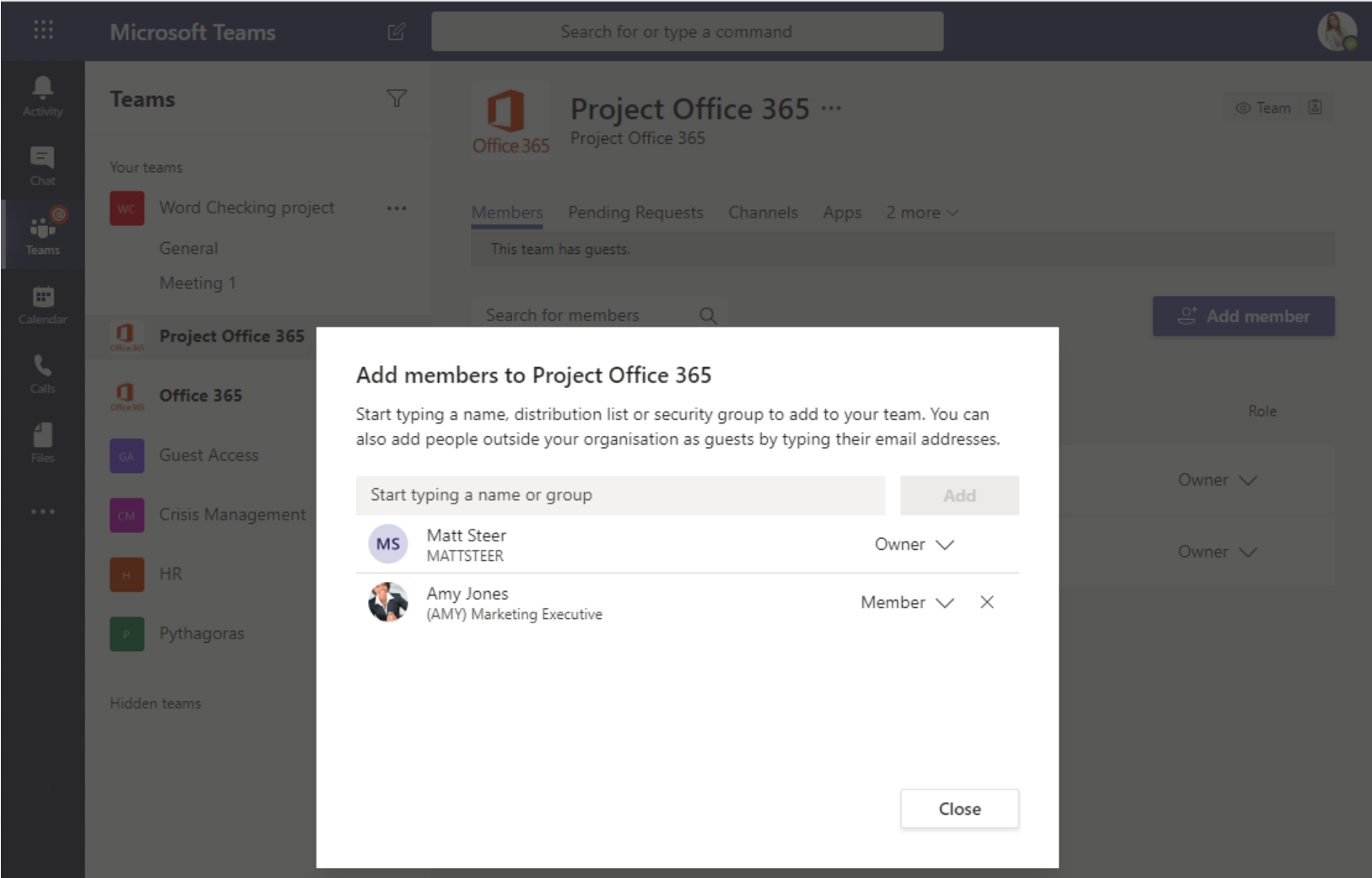
There are a number of options when you create a new team and it is worth knowing the available options even if you cannot create teams yourself.

- Build a team from scratch OR create a team from an existing group or team
- Private teams and the ability to change the team's discoverability
- Public teams
- Organisation wide teams



Managing Users

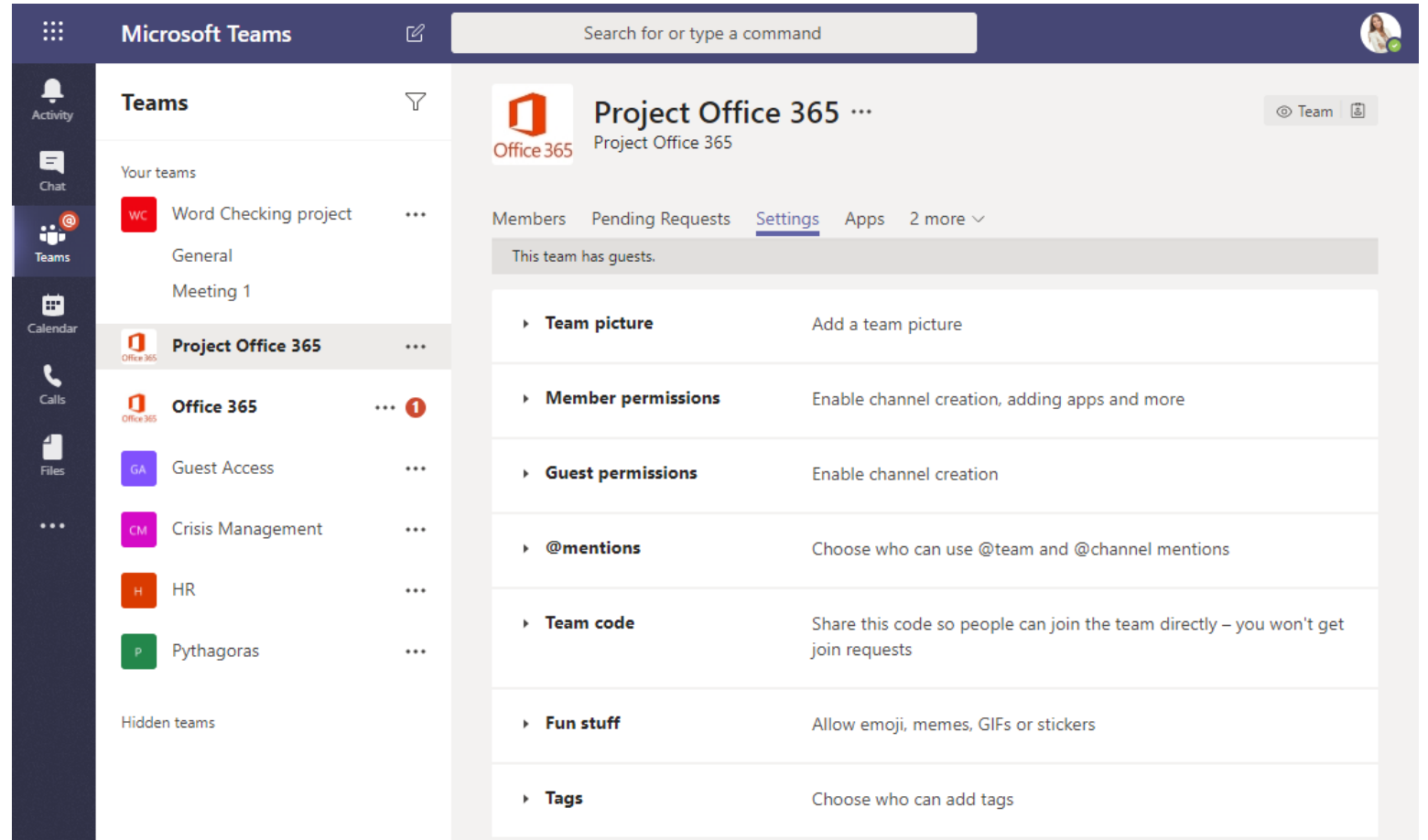
Add internal users to the team or invite external guests. Internal users can either be Owners or Members



Team Settings

As a owner you can control granular settings for your Team including each of the options show below:

- Team Picture
- Member Permissions
- Guest Permissions
- @mentions
- Team code
- Fun Stuff
- Tags



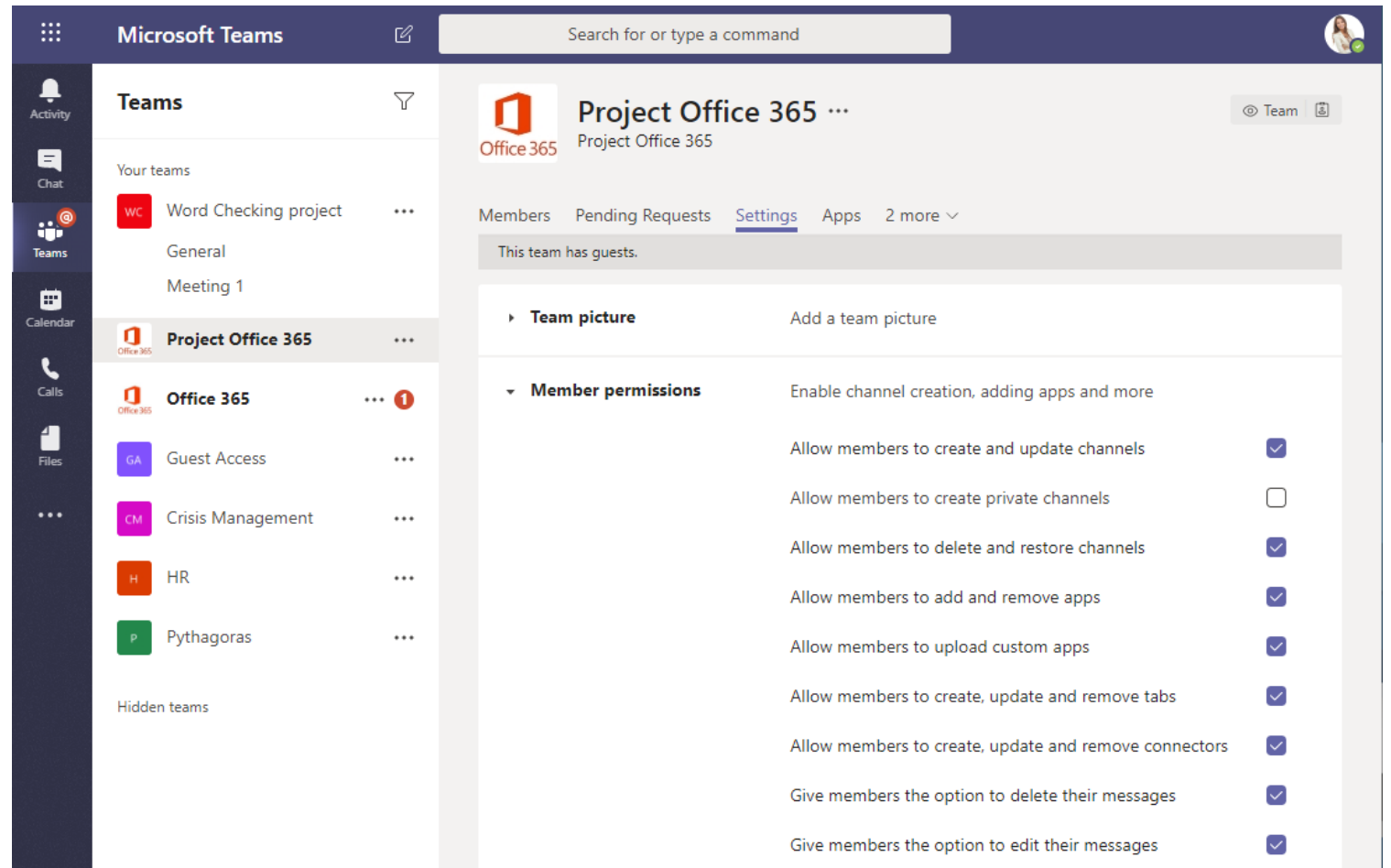
The screenshot displays the Microsoft Teams interface. On the left, a navigation pane includes Activity, Chat, Teams, Calendar, Calls, and Files. The main area shows a list of teams, with 'Project Office 365' selected. The right-hand pane displays the settings for this team, including options for Team picture, Member permissions, Guest permissions, @mentions, Team code, Fun stuff, and Tags.

Setting	Description
Team picture	Add a team picture
Member permissions	Enable channel creation, adding apps and more
Guest permissions	Enable channel creation
@mentions	Choose who can use @team and @channel mentions
Team code	Share this code so people can join the team directly – you won't get join requests
Fun stuff	Allow emoji, memes, GIFs or stickers
Tags	Choose who can add tags

Team Settings – Member Permissions

Member permissions allow you to set a range of options for members of the Team that aren't co-owners:

- Channel permissions
- App permissions
- Tabs
- Connectors
- Messages



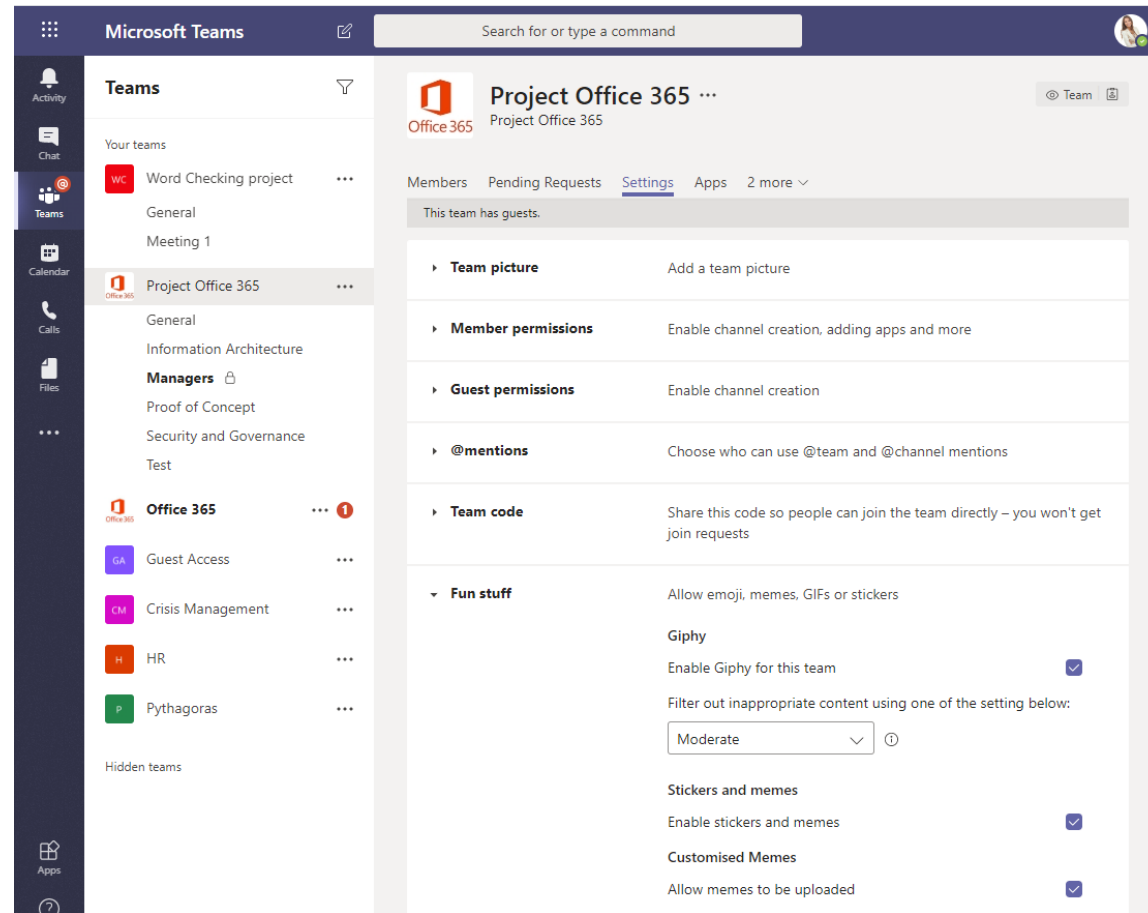
The screenshot displays the Microsoft Teams interface. On the left is a navigation sidebar with icons for Activity, Chat, Teams, Calendar, Calls, and Files. The main area shows a list of teams, with 'Project Office 365' selected. The right-hand pane shows the settings for this team, with the 'Settings' tab active. Under the 'Member permissions' section, several options are listed, each with a checkbox indicating its status.

Permission	Status
Enable channel creation, adding apps and more	<input checked="" type="checkbox"/>
Allow members to create and update channels	<input checked="" type="checkbox"/>
Allow members to create private channels	<input type="checkbox"/>
Allow members to delete and restore channels	<input checked="" type="checkbox"/>
Allow members to add and remove apps	<input checked="" type="checkbox"/>
Allow members to upload custom apps	<input checked="" type="checkbox"/>
Allow members to create, update and remove tabs	<input checked="" type="checkbox"/>
Allow members to create, update and remove connectors	<input checked="" type="checkbox"/>
Give members the option to delete their messages	<input checked="" type="checkbox"/>
Give members the option to edit their messages	<input checked="" type="checkbox"/>

Team Settings – Fun Stuff

Teams allows you to create Memes, Stickers and Gifs which can encourage user adoption. It is not always appropriate and will depend on the purpose of the Team. As an owner you can control their user.

- Gifs via Giphy
- Stickers
- Memes



Team Settings – Other Options

Teams also allows Team owners to control guest permissions, @mentions, team code and tags.

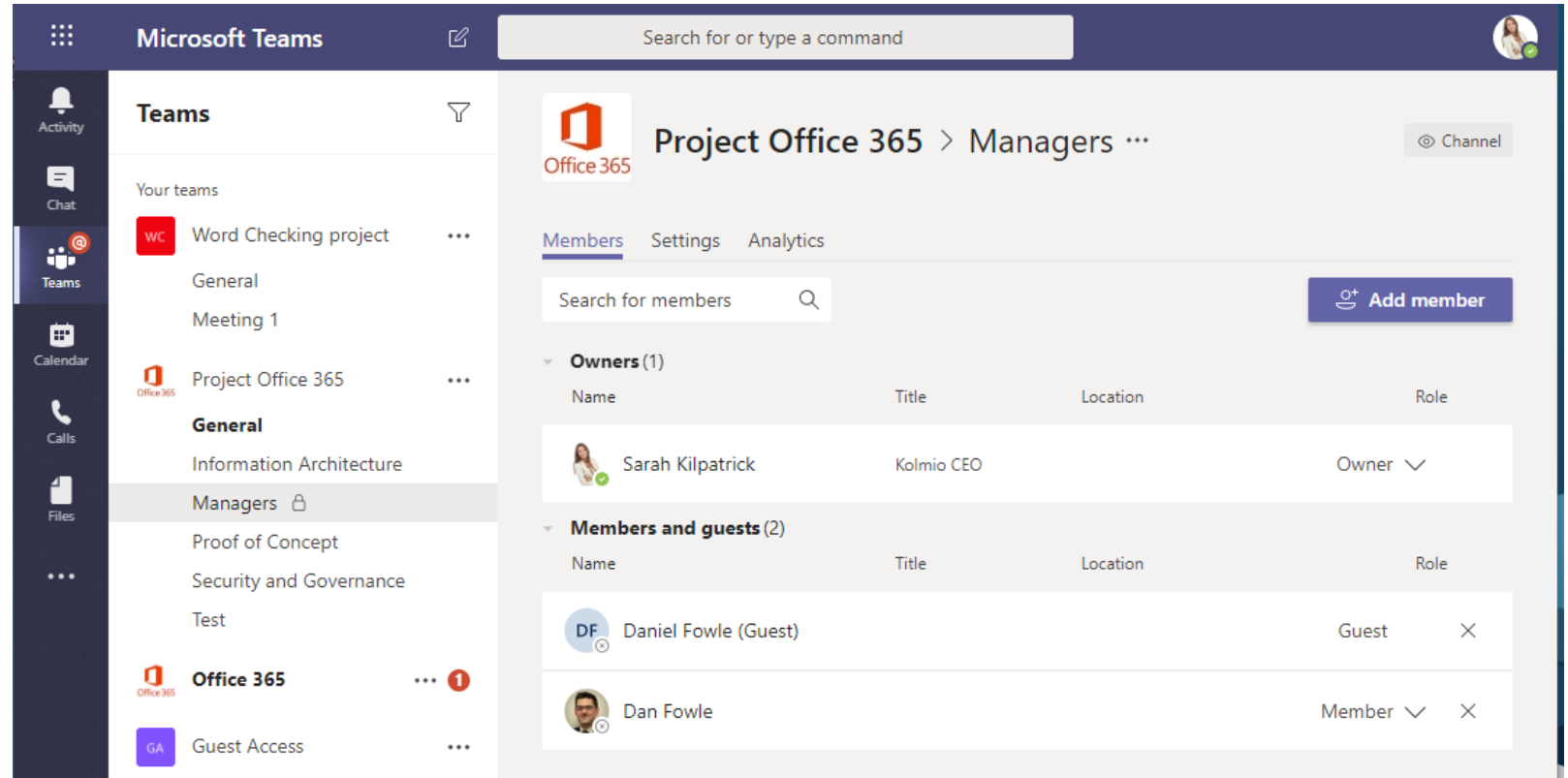
The screenshot displays the Microsoft Teams interface. On the left is a navigation sidebar with icons for Activity, Chat, Teams, Calendar, Calls, and Files. The main area is divided into two panes. The left pane shows a list of teams under 'Your teams', including 'Word Checking project' and 'Project Office 365'. The right pane shows the settings for the 'Project Office 365' team. At the top of this pane is the team name and a search bar. Below that are tabs for 'Members', 'Pending Requests', 'Settings' (which is selected), 'Apps', and '2 more'. A message states 'This team has guests.' Below this are several settings sections, each with a right-pointing arrow and a description:

- Team picture**: Add a team picture
- Member permissions**: Enable channel creation, adding apps and more
- Guest permissions**: Enable channel creation
- @mentions**: Choose who can use @team and @channel mentions
- Team code**: Share this code so people can join the team directly – you won't get join requests
- Fun stuff**: Allow emoji, memes, GIFs or stickers
- Tags**: Choose who can add tags

Channels

Channels allow you to break teams into different sub topics or areas of interest and can have a more granular configuration than the Team itself.

- Adding Channels
 - Public v private
 - File storage
- Who can post?
- Channel moderation
 - Adding moderators (not owners)
 - Managing permissions
- Notifications (user specific)
- Connectors



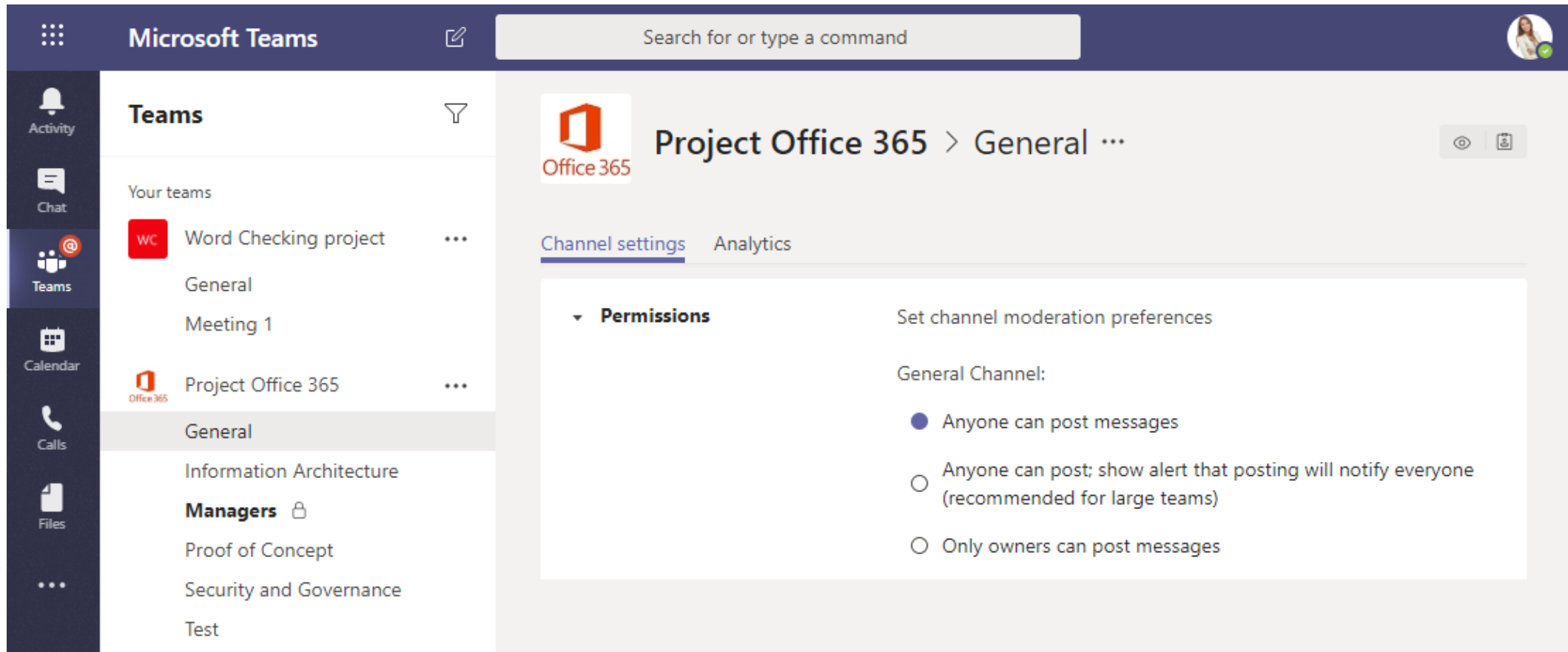
The screenshot shows the Microsoft Teams interface. On the left, a sidebar contains navigation options: Activity, Chat, Teams (selected), Calendar, Calls, and Files. The main area is divided into two sections. The top section, titled 'Teams', lists 'Your teams' including 'Word Checking project' and 'Project Office 365'. Under 'Project Office 365', there is a 'General' channel and a 'Managers' channel (which is selected and highlighted). Below this, there are other channels like 'Information Architecture', 'Proof of Concept', 'Security and Governance', and 'Test'. The bottom section of the sidebar lists 'Office 365' and 'Guest Access'. The right section of the interface shows the 'Project Office 365 > Managers' channel. It includes a search bar for members, an 'Add member' button, and a table of members. The table is divided into 'Owners (1)' and 'Members and guests (2)'. The 'Owners' section lists Sarah Kilpatrick as the Owner. The 'Members and guests' section lists Daniel Fowle (Guest) and Dan Fowle (Member).

Owners (1)			
Name	Title	Location	Role
Sarah Kilpatrick	Kolmio CEO		Owner

Members and guests (2)			
Name	Title	Location	Role
Daniel Fowle (Guest)			Guest
Dan Fowle			Member

General Channel

The General channel is created by default for each team and as the name implies is used to discuss general topics related to the teams purpose



The screenshot displays the Microsoft Teams interface. On the left, a dark blue sidebar contains navigation icons for Activity, Chat, Teams, Calendar, Calls, and Files. The main area is divided into two sections. The top section, titled 'Teams', lists 'Your teams' with two entries: 'Word Checking project' (with a red 'WC' icon) and 'Project Office 365' (with an Office 365 icon). The 'Project Office 365' team is selected, and its 'General' channel is highlighted. The bottom section shows the 'Channel settings' for the 'General' channel. Under the 'Permissions' section, there are three radio button options for channel moderation preferences: 'Anyone can post messages' (selected), 'Anyone can post; show alert that posting will notify everyone (recommended for large teams)', and 'Only owners can post messages'.

Microsoft Teams

Search for or type a command

Teams

Your teams

- Word Checking project
- Project Office 365

Project Office 365 > General

Channel settings Analytics

Permissions Set channel moderation preferences

General Channel:

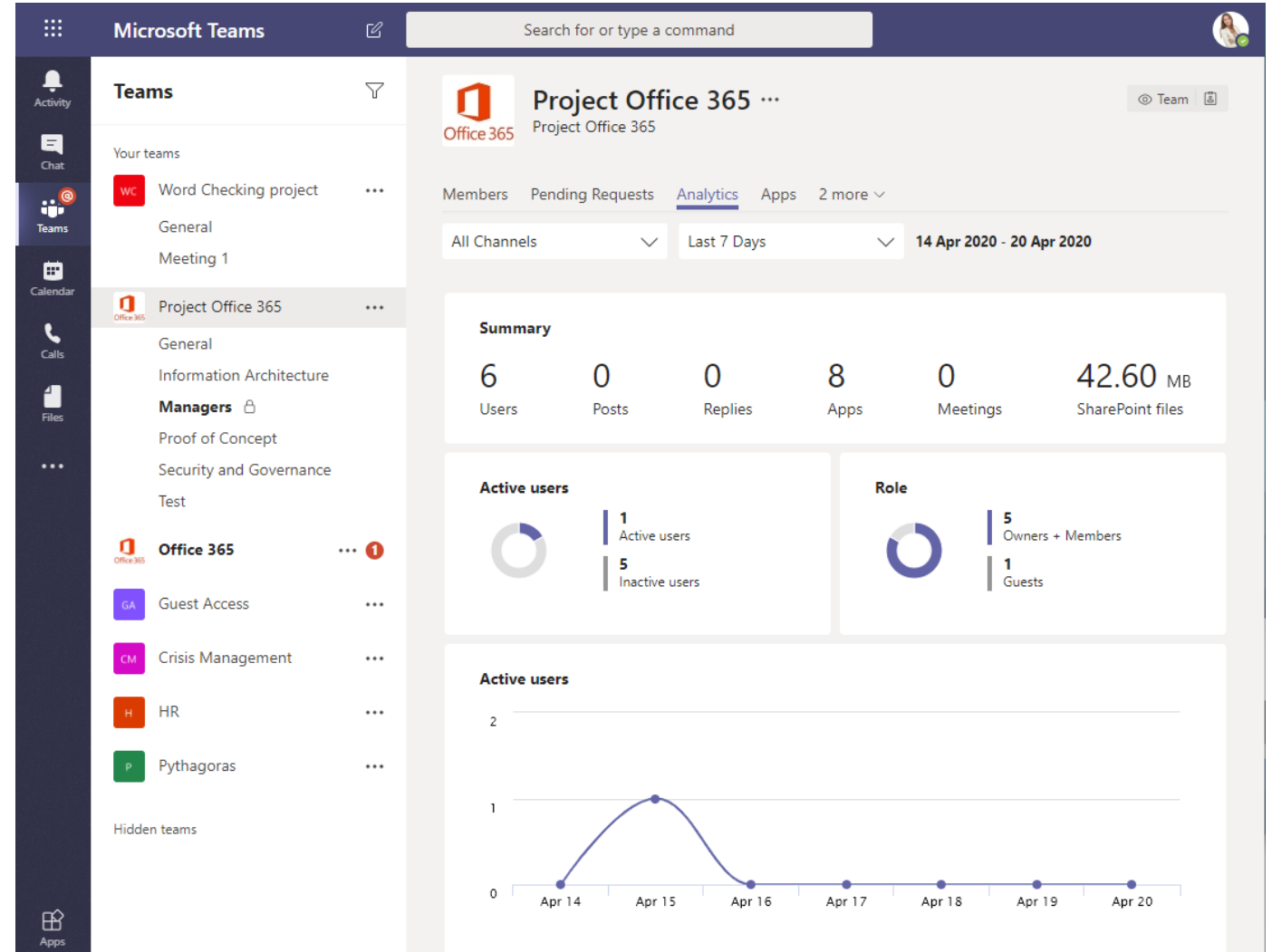
- Anyone can post messages
- Anyone can post; show alert that posting will notify everyone (recommended for large teams)
- Only owners can post messages

Analytics

Each team records usage analytics that you can use to monitor the adoption of your team over time

- Analytics by channel
- Analytics by date range
- Summary of usage
- Use and Role base analytics
- Active users
- Messages and meetings

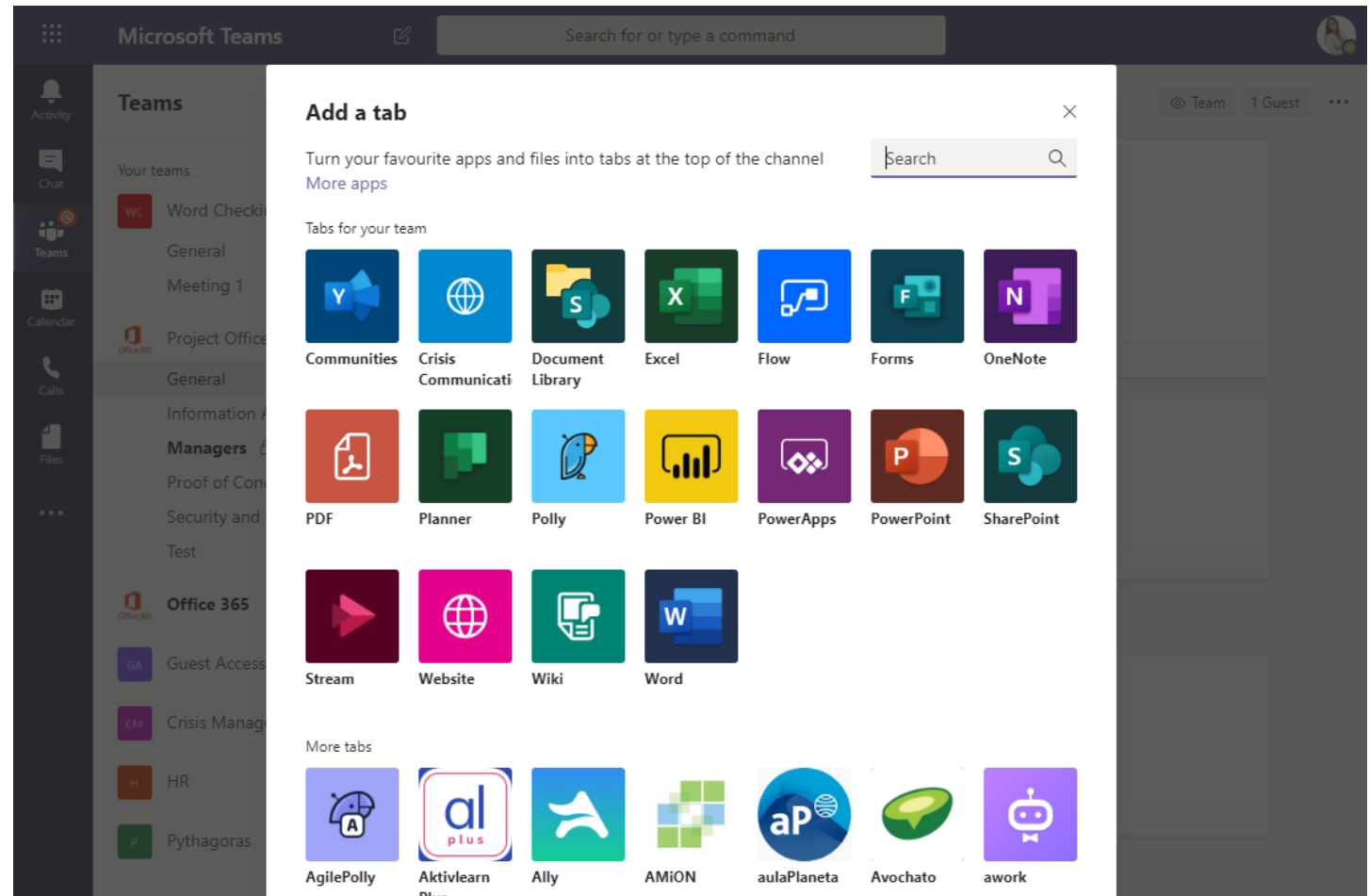
For more in depth analytics IT administrators can produce and export reports from the admin centre for Teams.



Channel Tabs

Channel Tabs are an easy way to integrate you team and channel with other Office 365 or 3rd party tools such as Trello.

- SharePoint
 - Sites
 - Lists or Libraries
- Forms
- External sites
- Planner
- External tools
 - Trello
 - Bitbucket
 - Smartsheet
 - Jira
 - And lots more...



Bots & Connectors

Bots send and respond to conversations within your team and can automate processes such as poll creations, meeting scheduling and much more. Connectors push information into the channels conversation thread.

The screenshot displays the Microsoft Teams interface. At the top, there's a search bar with the text "Search for or type a command". Below the search bar, the "Apps" section is visible. On the left, a sidebar contains navigation icons for Activity, Chat, Teams, Calendar, Calls, Files, and Help. The main content area is titled "Apps" and includes a search bar labeled "Search all". Below this, there are categories: "All", "Personal apps", "Bots", "Connectors", "Messaging", "Built for Pythagoras", "Top picks", "Analytics and BI", "Developer and IT", "Education", "Human resources", "Productivity", "Project management", "Sales and support", "Social and fun", and "Upload a custom app".

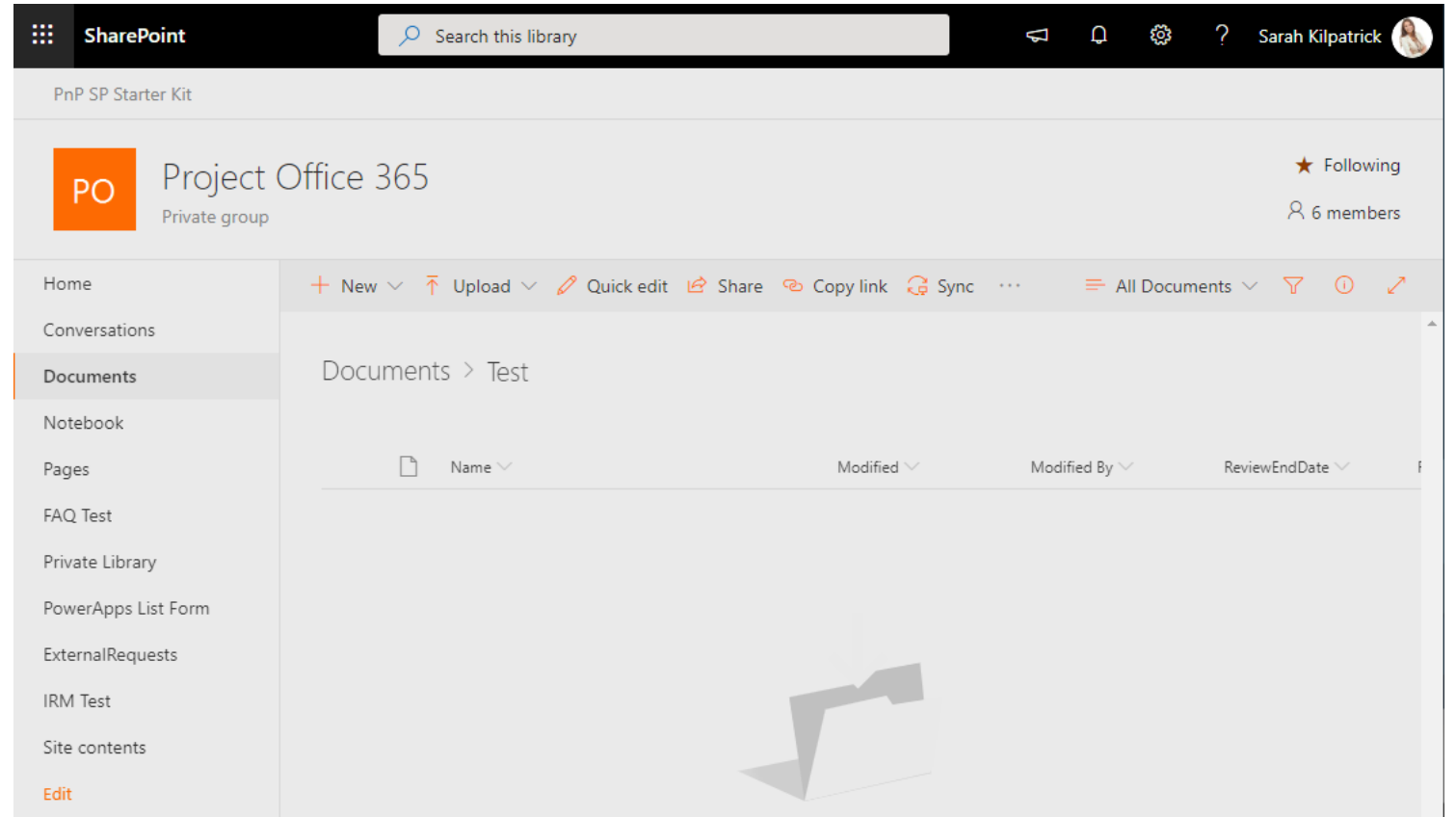
The "Bots" section is highlighted, showing a grid of app cards. Each card includes an icon, the app name, its category, and a brief description:

- Trello** (Project management): Trello lets your team work more collaboratively and get more done. Trello's boards, lists, and cards enable you to organize and prioritize...
- Flow** (Workflow + business management): Automate time-consuming and repetitive tasks by integrating your favourite apps and services with Microsoft Flow.
- Polly** (Communication): Gather real-time insights with simple polls that work where you work.
- Zoom** (Communication): Seamlessly start, schedule and join Zoom meetings from Microsoft Teams. Meet happy with flawless video, clear audio, and easy...
- Cisco Webex Meetings** (Communication): The Cisco Webex Meetings integration makes it easy to add a link for your Webex meeting or Personal Room meeting to your message in...
- Jira Cloud** (Project management): Jira Cloud is an issue management tool designed to help you plan, track, and release world-class software.
- MindMeister** (Productivity): MindMeister is a professional mind mapping software that's both versatile and easy to use. Whether you're a freelancer, a startup or a...
- Smartsheet** (Productivity): Send Smartsheet Notifications to a Teams Channel so everyone has the most updated information. Add Smartsheet as a channel Ta...
- Calendar BOT** (Communication): The Approved Contact Bot enables calendar comparison and scheduling.
- Jira Server** (Project management): Jira Server is an issue management tool designed to help you plan, track, and release world-class software.
- Dynamics 365** (Customer + contact management...): Collaborate on Dynamics 365, share files and easily get info via chat. Note: Your team and channel name will be visible to others on...
- SurveyMonkey** (Productivity): Share, collect, and collaborate on surveys all in Microsoft Teams. Update everyone by setting notifications for new survey responses or...

SharePoint – File Storage

SharePoint provides the back end for your file storage. It can be used to create lists or give people access to content without inviting them to the team.

- Version history
- Recycle Bin
- Page creation
- New lists and libraries
- Web parts



Key considerations

- Do you want your team to be public or private?
- Do you want to invite guests?
- Which users need to be invited as members?
- Do you want co-owners to help you look after the site?
- Do you want to delegate channel moderation to other members?
- What level of access will you give for members?
- Do you want to add any Tabs, Connectors or Bots?
- Will you create a set of channels before inviting users?
- Will you configure the back end SharePoint sites?