



HOW TO USE MS-TEAMS

EMU-Distance Education Group
[Email address]

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Introduction:

All content in this document is copied directly from the "[Microsoft Teams help & learning](#)" site.

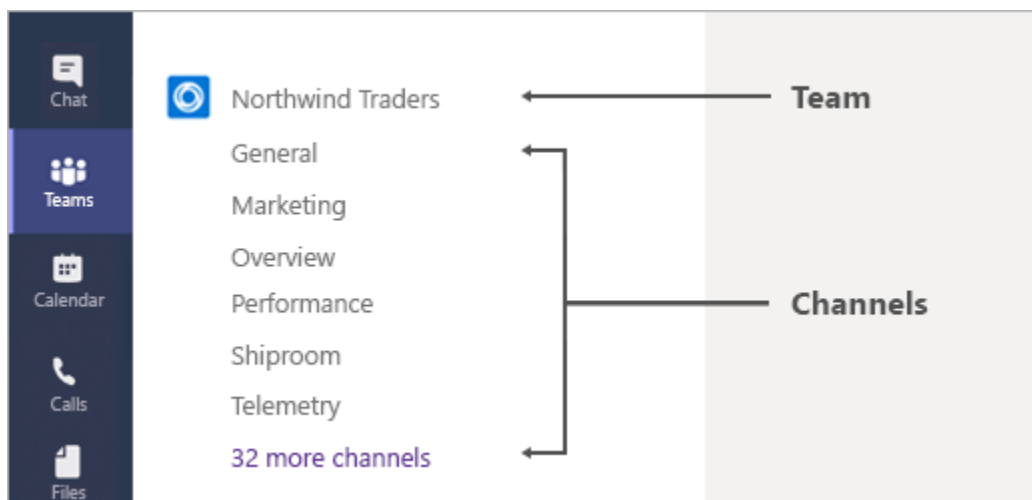
Teams Basics

[Learn about teams and channels](#)

a) Desktop

A **team** is a group of people gathered to get something big done in your organization. Sometimes it's your *whole* organization.

Teams are made up of **channels**, which are the conversations you have with your teammates. Each channel is dedicated to a specific topic, department, or project.



For example, the Northwind Traders *team* has General, Marketing, Overview, and 35 more *channels*. All the conversations, meetings, files, and apps in the Marketing channel have to do with marketing, and everything in this channel is visible to everyone on the Northwind Traders team.

Channels are where the work actually gets done—where text, audio, and video conversations open to the whole team happen, where files are shared, and where apps are added.

While channel conversations are public, **chats** are just between you and someone else (or a group of people). Think of them like instant messages in Skype for Business or other messaging apps.

FYI—If you're working in Teams offline, or on a low-bandwidth network, you'll be able to switch between chats and channels and keep working. You'll see everything from the last time we were able to sync to your network, and we'll trickle messages in as bandwidth allows.

b) Mobile

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Team owner, member, and guest capabilities

Every member in Teams has a role, and each one has different permissions.

- **Owners**
Team owners manage certain settings for the team. They add and remove members, add guests, change team settings, and handle administrative tasks. There can be multiple owners in a team.
- **Members**
Members are the people in the team. They talk with other team members in conversations. They can view and usually upload and change files. They also do the usual sorts of collaboration that the team owners have permitted.
- **Guests**
Guests are people from outside of your organization that a team owner invites, such as partners or consultants to join the team. Guests have fewer capabilities than team members or team owners, but there's still a lot they can do.

Note: File permissions for members and guests reflect whatever your admin has set in your SharePoint settings. These can only be changed by your admin.

The following table shows the capabilities available for each role:

Capability	Owner	Member	Guest
Create a channel	✓	✓	✓
Participate in a private chat	✓	✓	✓
Participate in a channel conversation	✓	✓	✓
Share a channel file	✓	✓	✓

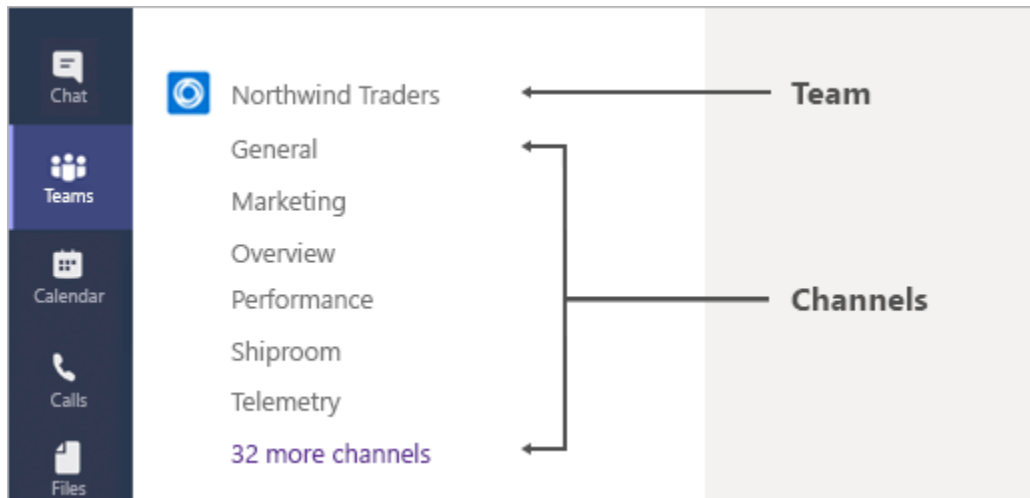
Capability	Owner	Member	Guest
Share a chat file	✓	✓	
Add apps (such as tabs, bots, or connectors)	✓	✓	
Can be invited via any work or school account for Office 365			✓
Create a team	✓	✓	
Delete or edit posted messages	✓	✓	✓
Discover and join public teams	✓	✓	
View org chart	✓	✓	
Add or remove members and guests	✓		
Edit or delete a team	✓		
Set team permissions for channels, tabs, and connectors	✓		
Change the team picture	✓		
Add guests to a team	✓		
Auto-show channels for the whole team	✓		
Control @[team name] mentions	✓		
Allow @channel or @[channel name] mentions	✓		
Allow usage of emoji, GIFs, and memes	✓		
Renew a team	✓		
Archive or restore a team	✓		

Work in Teams

[Learn about teams and channels](#)

A **team** is a group of people gathered to get something big done in your organization. Sometimes it's your *whole* organization.

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Participate in a channel conversation	✓	✓	✓
Share a channel file	✓	✓	✓
Share a chat file	✓	✓	
Add apps (such as tabs, bots, or connectors)	✓	✓	
Can be invited via any work or school account for Office 365			✓
Create a team	✓	✓	
Delete or edit posted messages	✓	✓	✓
Discover and join public teams	✓	✓	
View org chart	✓	✓	
Add or remove members and guests	✓		
Edit or delete a team	✓		
Set team permissions for channels, tabs, and connectors	✓		
Change the team picture	✓		
Add guests to a team	✓		
Auto-show channels for the whole team	✓		
Control @[team name] mentions	✓		

Capability	Owner	Member	Guest
Allow @channel or @[channel name] mentions	✓		
Allow usage of emoji, GIFs, and memes	✓		
Renew a team	✓		
Archive or restore a team	✓		

Add members to a team

If you're a team owner, you can add someone to a team. If you're not a team owner, you can submit a request, and the team owner will [accept or deny it](#).

This topic is about adding members who are already a part of your team's organization. If you want to add someone who's not a part of your organization, see [Add guests to a team](#).

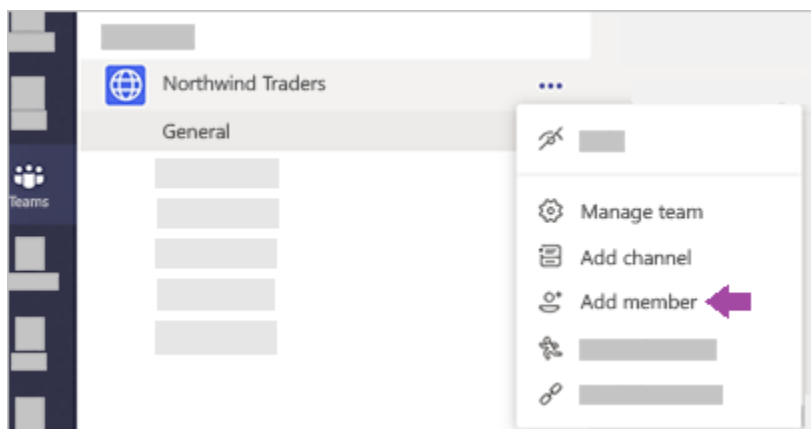
Add members to a team

Your team can hold up to 5000 people.

Note: If you're a global administrator, consider [creating an org-wide team](#) that automatically adds everyone in your organization.

To add members to a team:

1. If you're a team owner, go to the team name in the teams list and click **More options** ******* > **Add member**.



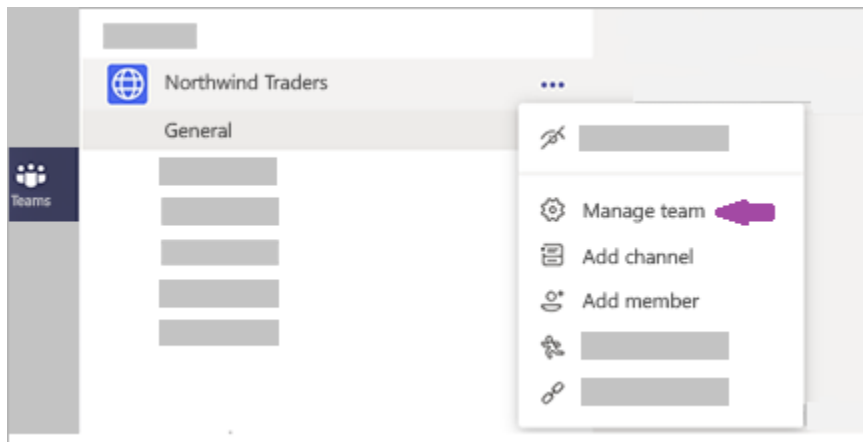
2. Start typing a name, distribution list, security group, or Office 365 group to add to your team. You can also add people outside your organization as guests by typing their email addresses.

3. When you're done adding members, select **Add**. Fyi, you can make someone a team owner by selecting the down arrow next to the word **Member**. There can be multiple owners in a team. For a deeper look at roles and permissions, see [Team owner and member capabilities in Teams](#).
4. Select **Close**. People you add to a team will receive an email letting them know they are now a member of your team and the team will show up in their teams list.

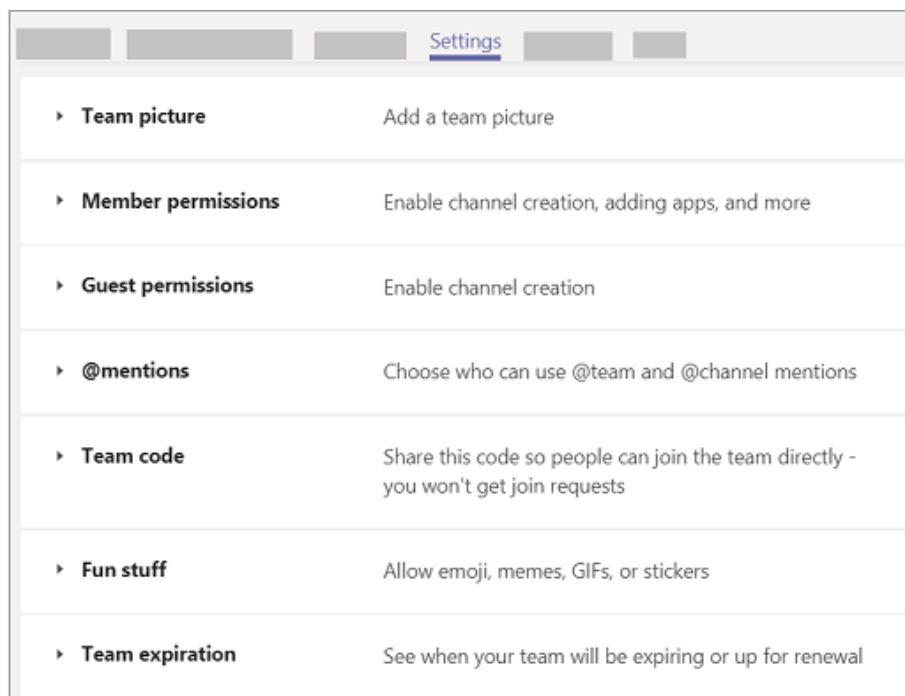
Manage team settings and permissions

If you're a team owner, you're in control of a lot of the settings and permissions of your team. Here's how to adjust them.

1. Go to the team name and click **More options** *** > **Manage team**.



2. In the **Settings** tab, check or uncheck the options or permissions you want to use.



Note: For a deeper look at roles and permissions, see [Team owner, member, and guest capabilities in Teams](#).

Change team name, description, and privacy setting

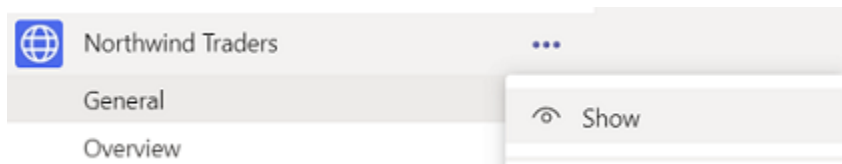
Go to the team name and click **More options** *** > **Edit team**. From there, you can set the team name, description, and privacy settings.

Show or hide a team or channel

You've got some viewing options for teams and channels. Here are more details.

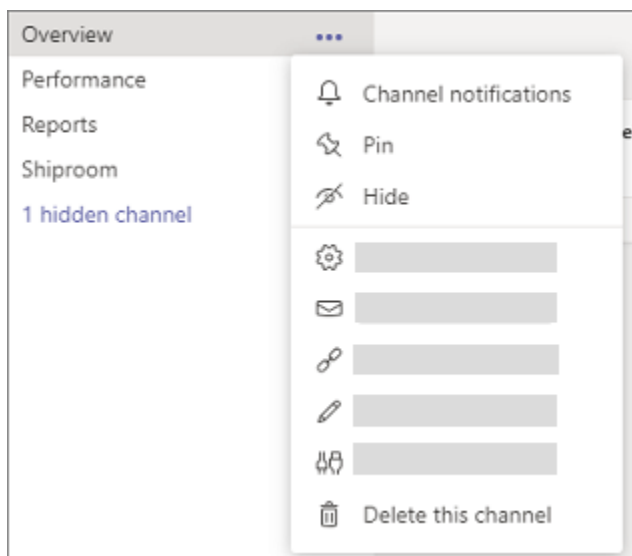
Show a team or channel

When you join a new team, it's automatically shown in your teams list. If you know you're a member of a team but don't see it, scroll to the bottom of your teams list and select **Hidden teams**, find the team you're looking for select **More options** *** > **Show**.



Hide a team or channel

If you don't want a team or channel to show in your teams list, hide it. Go to a team or channel name and select **More options** *** > **Hide**. This is a great way to clean up your list and focus on the teams and channels you're active in.



You can also show channels from the **hidden channels** menu beneath the channels list of a team.

Select **More options** *** > **Show**.

Find more information about a teammate

If you hover over a teammate's profile picture, you'll see a profile card containing their details. You can start a chat, call, or send an email to someone from their profile card.

To ask more specific questions about someone in your organization, talk to Who. Who is a bot whose sole purpose is finding information about the people you work with. Type **/who** into the command box at the top of Teams to start asking questions like "Who did I email yesterday about data storage?" or "Who is John Smith?"

Asking a question directs you to a one-on-one chat with Who, so feel free to view your answer and ask follow-up questions there

Use @mentions to get someone's attention

To get someone's attention in a channel conversation or a chat, @mention them. Just type **@** before their name and then select them from the menu that appears.

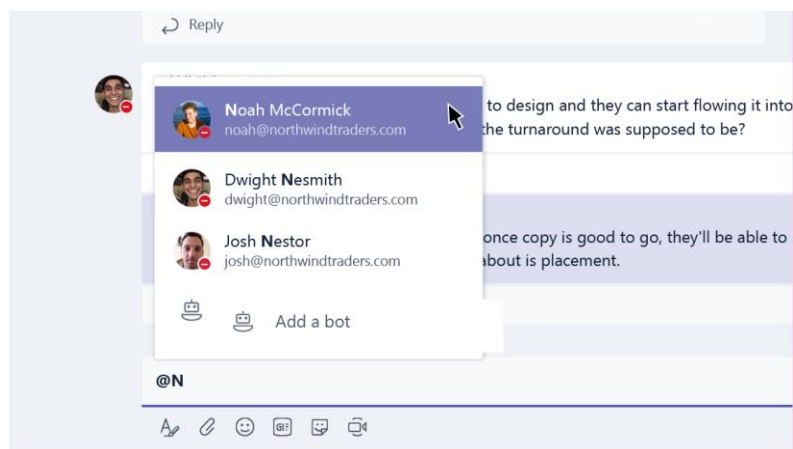
Note: You can also mention someone simply by typing their name. Start by capitalizing the first letter and as you continue to type the name, a list of people will show for you to choose from.

They receive a notification, which they can click to go directly into the point in the conversation where they were mentioned.

To get the attention of an entire team, try one of these:

- Post something in the Team's general channel. The channel name appears bold for every team member.
- Type **@team** to message everyone on that team.
- Type **@channel** to notify everyone who has favorited that channel.

FYI, a team owner needs to enable these features.



Using tags in Teams




ags let you quickly reach a group of people all at once.

With tags, you can categorize people based on attributes, such as role, project, skill, training, or location. For example, a "Nurse" or "Manager" or Designer" tag will enable you to reach groups of people in Teams without having to type every single name.

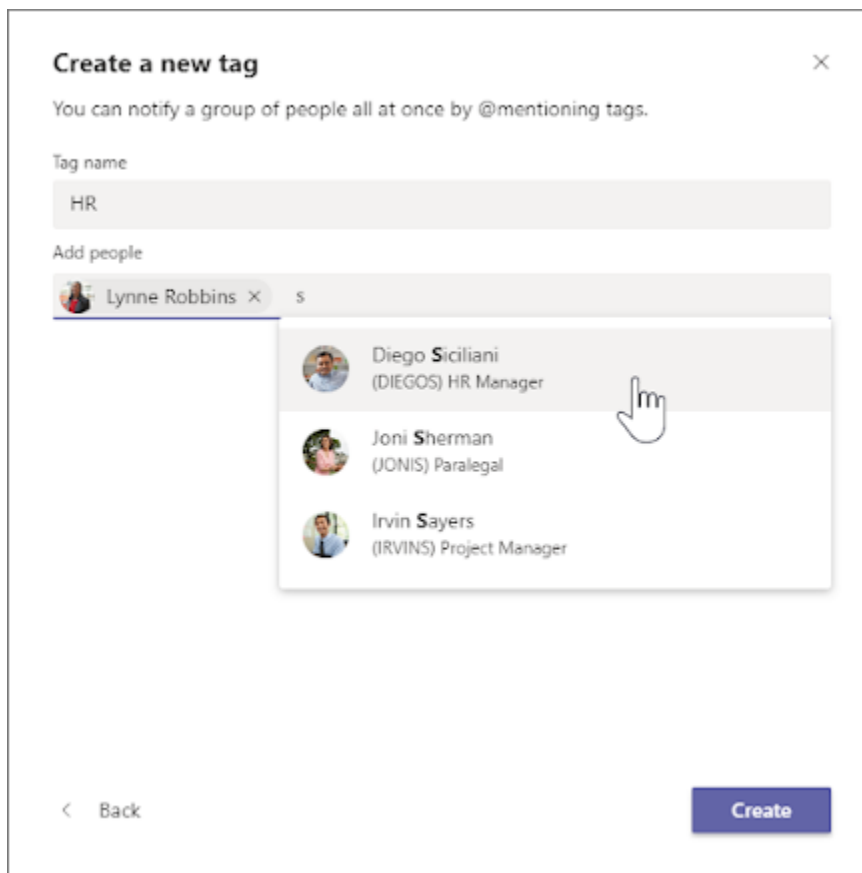
Once a tag is added, just @mention it in a channel. Everyone who has been assigned that tag will receive a notification just as they would if they were @mentioned individually.

Another way to use a tag is to start a new chat and then select the tag that is assigned to the people you want to reach.

Create and manage tags in Teams

Select **Teams**  on the left side of the app and find your team in the list. Then select **More options**  and choose **Manage tags** .

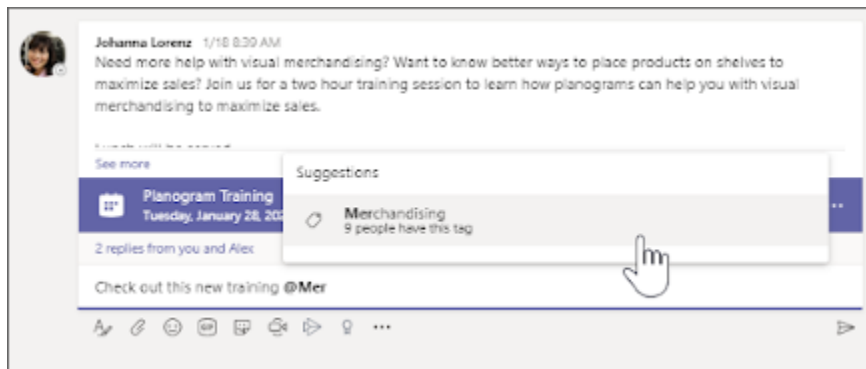
Here, you can create tags and assign them to people on your team.




The screenshot shows the 'Create a new tag' dialog box in Microsoft Teams. At the top, it says 'Create a new tag' with a close button (X). Below that, a subtitle reads 'You can notify a group of people all at once by @mentioning tags.' There are two input fields: 'Tag name' with the text 'HR' and 'Add people'. The 'Add people' field shows a list of people: 'Lynne Robbins' (with a close button), 'Diego Siciliani (DIEGOS) HR Manager' (highlighted with a hand cursor), 'Joni Sherman (JONIS) Paralegal', and 'Irvin Sayers (IRVINS) Project Manager'. At the bottom left is a '< Back' button, and at the bottom right is a blue 'Create' button.

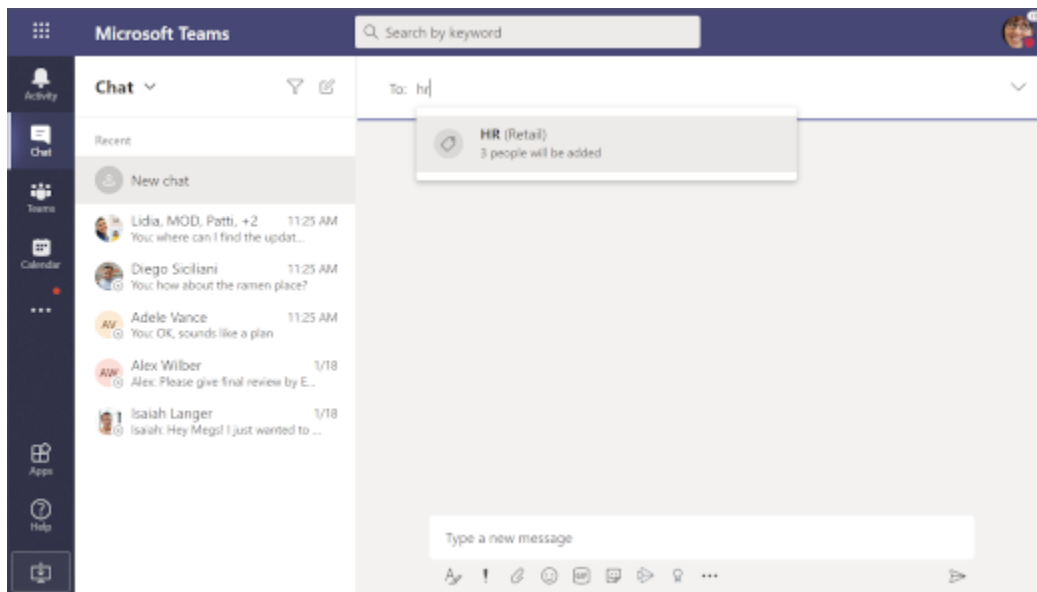
@mention a tag in a channel

In a channel conversation, simply @mention a tag in your message and select the tag from the list. The tag will appear just like any @mention, and the people associated with the tag will get notified.






Using tags in a chat

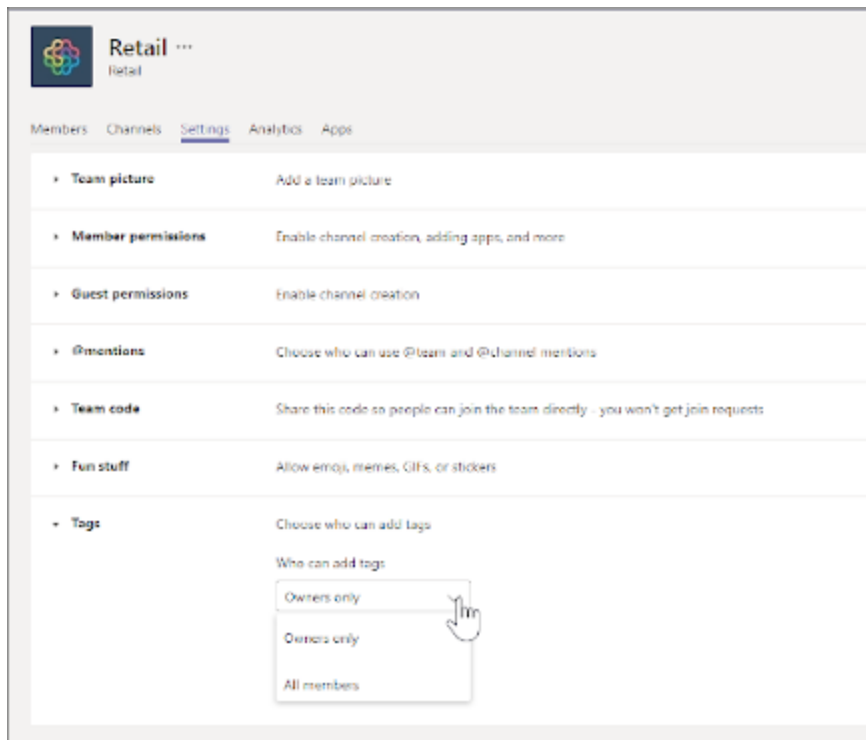
To start a chat with the members of a tag, select **New chat** , start typing the name of the tag, and then select the tag from the list. Everyone in the tag group will be added to the To: field.



Manage settings for team owners

Team owners can choose which members of their team are allowed to add tags. Select **Teams**  on the left side of the app and find your team in the list.

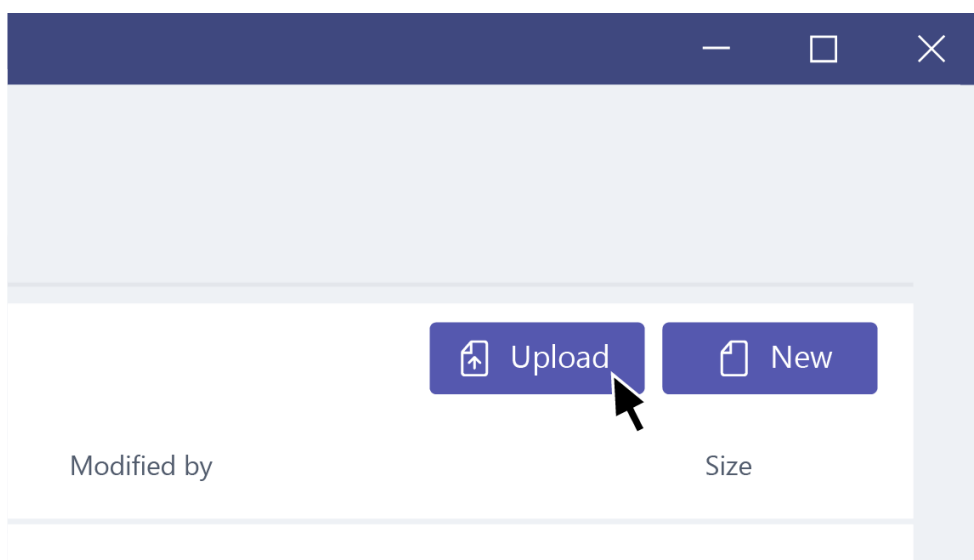
Go to **More options** , select **Manage team** , choose the **Settings** tab, and then navigate to the **Tags** section. Here you can control whether team members or team owners can manage tags.



Note: If you are unable to create or [manage tags](#), your organization might not have the feature enabled or you are not a team owner. If tags are enabled and you are not a team owner, you can still view tags that have been applied to yourself or other team members.


[Add content and notes to a team](#)

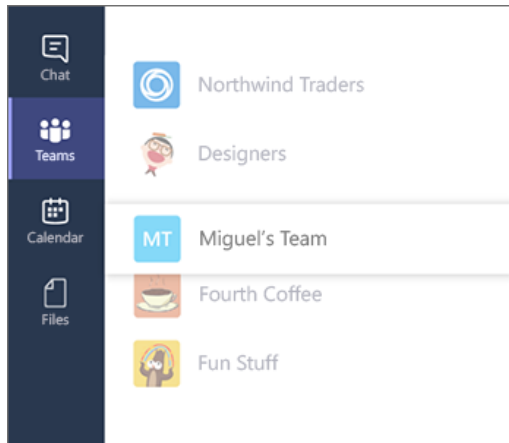
You can upload files directly to the **Files** tab in any channel. Just click **Files** at the top, then click **Upload**. To create a new file, click **New**.



While you can't add existing notebooks, you can add new ones in new tabs.

Reorder the teams list

To reorder your teams, select **Teams** , then click and drag the team name anywhere in your teams list.



Note: Every team you belong to shows up in your teams list, either in **Your teams** or inside **Hidden** at the bottom of your list.

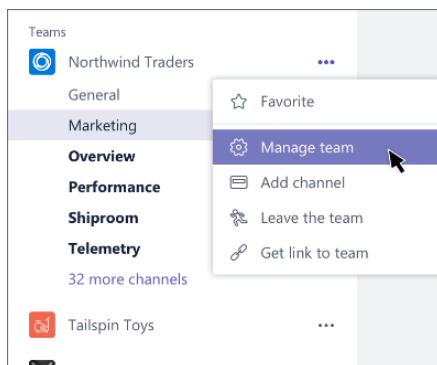
Hide teams you don't use

Focus on the teams you're most active in, and hide the ones where you're not. To keep you organized, we'll automatically move teams you haven't visited in several weeks to the **Hidden** menu at the bottom of your teams list. They'll still update with any new activity and you can visit them at any time, they just won't clutter your teams list.

You'll be informed whenever a team gets bumped down to the **Hidden** menu and given the option to either accept the move or undo it. Move a team back at any time by selecting **More options** ... > **Show** to move it back up with the rest of the teams in your **Show**.

Leave a team

You can leave a team at any time by going to the team name and clicking **More options** ... > **Leave the team**.




Note: You can leave a team on your own, but only an admin can remove you from an organization or an org-wide team.

Ways to join a team

Find and join a team

Request to join


To join a specific team, select **Teams**  > **Join or create a team** at the bottom of the teams list. Type a specific team name in the search box at the top right and press Enter. Find the team you're looking for and select **Join team**.

You can immediately join a public team, but will have to request to join a private team and wait for the owner's approval to access the team and its channels.

Note: If a team owner hasn't enabled discoverability of their private team, you won't be able to find it via search and will have to contact them directly to request to join.

Another option is to go to the command box at the top of Teams, then type **/join** to view a list of all your suggested teams. Select a team to request permission to join.

Request to add a member

To request someone be added to a team you're already a member of, go to the team in your team list then select **More options**  > **Add members**. Type the name of one or more people then select **Send request**. Team owners will receive an alert that they have a pending request.


Use a link or code to join a team

Use a link to join a team

Go to a web browser and paste the link.

Note: Currently, guests can't join a team via a link or code.

Use a code to join a team


1. Click **Teams**  on the left side of the app, then click **Join or create a team** at the bottom of your teams list.
2. Go to **Join a team with a code** (the second tile), paste the code in the **Enter code** box, and click **Join**.

Notes:

- If you're a team owner, you can [get a link or a code to send to someone](#).
- Currently, guests can't join a team via a link or code.

Create a link or a code for joining a team

Create a link


If you're a team owner, go to the team name and click **More options**  > **Get link to team**. Click **Copy** and send the link to the person you want to invite to your team.

That person can simply paste the link into any browser to join the team.

Note: Currently, guests can't join a team via a link or code.

Create a code

When you send someone a code for joining a team, they can join directly—you won't get a join request. You can use the code as many times as you want.

If you're a team owner, go to the team name and click **More options**  > **Manage team**. Select the **Settings** tab > **Team code** > **Generate**. Click **Copy**. Share the code with your invitees however you choose—send the code to a single person via chat or write it on a white board for a whole room full of people.

People can [use the code](#) on the **Suggested teams** screen.

Note: Currently, guests can't join a team via a link or code.

Ways to create a team




Create a team from scratch

If you don't have an existing Office 365 group or team, you're starting with a clean slate, and **you** get to choose how your team is organized and set up.

When your team is created, you'll get a corresponding Office 365 group, which includes a group inbox and calendar in Outlook, a SharePoint site, and OneNote.

Note: Your organization can restrict who can create teams. If you can't create a team or need to turn off team creation, check with your IT admin.

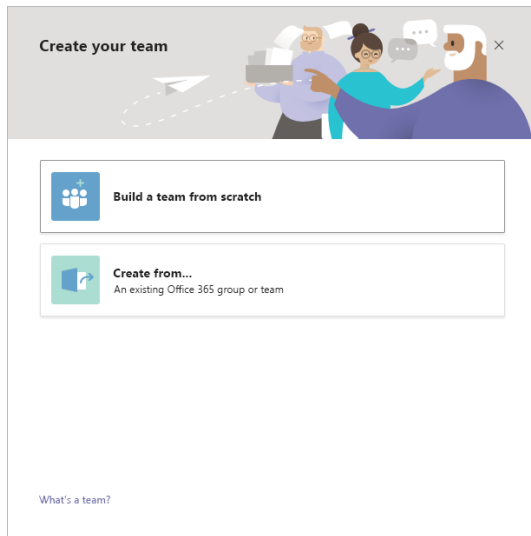
To build a team from scratch:

1. First, click **Teams**  on the left side of the app, then click **Join or create a team**  at the bottom of your teams list.
2. Then click **Create team**  (first card, top left corner).
3. Choose **Build a team from scratch**.
4. Next, you'll want to choose what kind of team you want this to be:

To limit content and conversation to a specific set of people, choose **Private**.

For a community or topic that anyone in the organization can join, choose **Public**.

5. Name your team and add an optional description.
6. When you're done, click **Create**.



Tip: If you're a global admin, you'll see an option to [create an Org-wide team](#). These are great for situations when you want to automatically add all employees in your organization.

Hey, want to know what to do next?




As the creator of the team, you are the owner. [Invite people to your team](#) and [create some channels](#). For a deeper look at roles and permissions, see [Team owner, member, and guest capabilities in Teams](#).

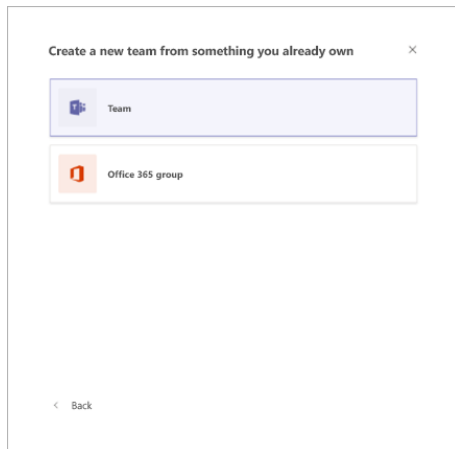
Feel free to create more teams—you can own up to 250 teams simultaneously per account.

[Create a team from an existing team](#)

If you want to leverage the same data, channels, and settings from an existing team to create a new team, you can make a copy and then choose how your new team is organized and set up.

Note: Your organization can restrict who can create teams. If you can't create a team or need to turn off team creation, check with your IT admin.

1. First click **Teams**  on the left side of the app, then click **Join or create a team**  at the bottom of your teams list.
2. Then click **Create team**  (first card, top left corner).
3. From here, select **Create from...**, then choose **Team**. You'll see a list of teams that you currently own.
4. Choose the team you want to copy.
5. Name your new team, add a description, edit the team privacy, or edit the team's data classification, if your organization has set this up. Use the check boxes to pick which parts of the team you want to copy: channels, tabs, settings, apps, and even members.
6. When you're done, click **Create**.






Note that after you create the new team, you'll still need to [configure the settings for apps and tabs](#).

Create a team from an existing group

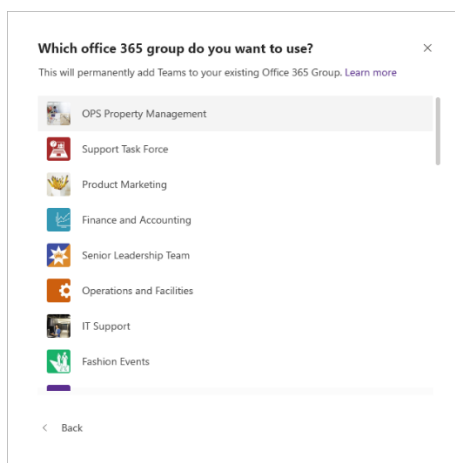
When you create a team from an existing Office 365 group, you'll automatically share the same group privacy (public or private) and members as the original group.

Note: Your organization can restrict who can create teams. If you can't create a team or need to turn off team creation, check with your IT admin.

1. First click **Teams**  on the left side of the app, then click **Join or create a team**  at the bottom of your teams list.
2. Then click **Create team**  (first card, top left corner).
3. From here, select **Create from...**, and choose **Office 365 group**.

You'll be presented with a list of groups that you currently own, don't already have a team associated, and have less than 5000 members.

4. Select your desired group, and a team with the same name will create automatically. The team will share the same group privacy (public or private) and members as the original group.



Notes:

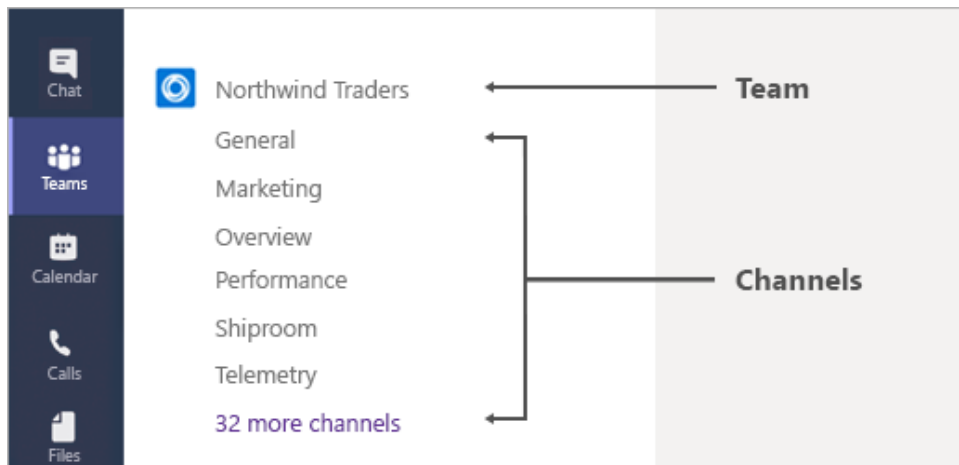
- This option is not available for groups that have more than 5000 members or have already been used to create another team.
- Groups created through Yammer cannot be converted to a team.

Work in Channels;

[Learn about teams and channels](#)

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Channels are where the work actually gets done—where [text, audio, and video conversations](#) open to the whole team happen, where [files are shared](#), and where [apps are added](#).

While channel conversations are public, **chats** are just between you and someone else (or a group of people). Think of them like instant messages in Skype for Business or other messaging apps.

FYI—If you're working in Teams offline, or on a low-bandwidth network, you'll be able to switch between chats and channels and keep working. You'll see everything from the last time we were able to sync to your network, and we'll trickle messages in as bandwidth allows.

[Teams can have standard or private channels](#)

Standard channels are available to all team members in Teams. Most channels are standard channels. If you need a smaller, specific audience for a particular subject, you can use a private channel.

Let's take a look at each type:

Standard channels

- They're open for all members and anything posted is searchable by others.
- By default, all members of a team can create standard channels. Tenant owners can change this permission and [limit channel creation and permissions](#) to certain roles.

Private channels

- They're for discussions that shouldn't be open to all members, so you must be invited to join one to view it within a team.
- By default, any team owner or team member can create a private channel and add members. Guests can't create them. Your admin can change this permission and [limit private channel creation](#) to certain roles.
- Wikis, apps and bots, and scheduled channel meetings are not supported, but we're working on it!

Files that you share in a channel (viewable on the **Files** tab) are stored in SharePoint. To learn more, see [How SharePoint Online and OneDrive for Business interact with Teams](#).

Note: Files shared in a private channel are *only viewable by the members of the channel* and are stored in a the separate SharePoint from the rest of the team's files.

Private channel meetings and calls

External guests can join a team's private channel meeting or **Meet now** call, but there are a few things to know.

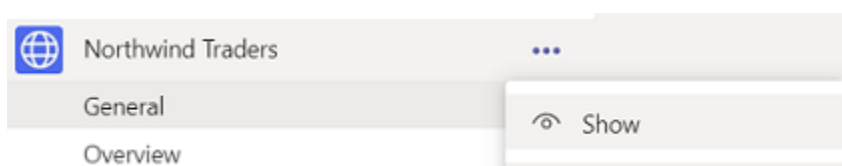
- They're only able to participate if a member of the private channel sends them a link to join the meeting, or calls them during the meeting to meet now.
- During the meeting or call, they'll have temporary access to chat, files, whiteboard, notes, and the participants list (those not in the Outlook invite), but not after.

[Show or hide a team or channel](#)

You've got some viewing options for teams and channels. Here are more details.

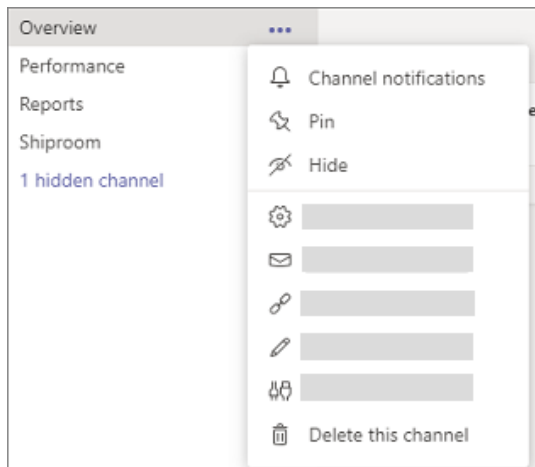
Show a team or channel

When you join a new team, it's automatically shown in your teams list. If you know you're a member of a team but don't see it, scroll to the bottom of your teams list and select **Hidden teams**, find the team you're looking for select **More options** **...** > **Show**.



Hide a team or channel

If you don't want a team or channel to show in your teams list, hide it. Go to a team or channel name and select **More options** *** > **Hide**. This is a great way to clean up your list and focus on the teams and channels you're active in.



You can also show channels from the **hidden channels** menu beneath the channels list of a team.

Select **More options** *** > **Show**.

Note: To help get you up and running, Teams automatically shows the five most popular channels in every new team you join

Team member and guest capabilities

Every member in Teams has a role, and each one has different permissions.

- **Owners**
Team owners manage certain settings for the team. They add and remove members, add guests, change team settings, and handle administrative tasks. There can be multiple owners in a team.
- **Members**
Members are the people in the team. They talk with other team members in conversations. They can view and usually upload and change files. They also do the usual sorts of collaboration that the team owners have permitted.
- **Guests**
Guests are people from outside of your organization that a team owner invites, such as partners or consultants to join the team. Guests have fewer capabilities than team members or team owners, but there's still a lot they can do.

Note: File permissions for members and guests reflect whatever your admin has set in your SharePoint settings. These can only be changed by your admin.

The following table shows the capabilities available for each role:

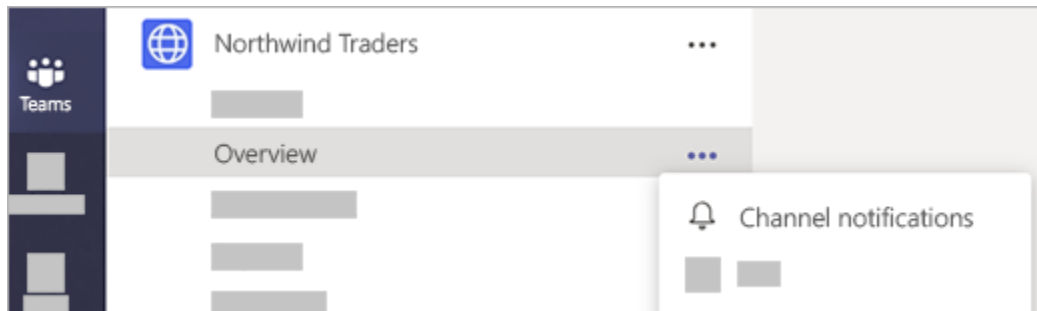
Capability	Owner	Member	Guest
Create a channel	✓	✓	✓
Participate in a private chat	✓	✓	✓
Participate in a channel conversation	✓	✓	✓
Share a channel file	✓	✓	✓
Share a chat file	✓	✓	
Add apps (such as tabs, bots, or connectors)	✓	✓	
Can be invited via any work or school account for Office 365			✓
Create a team	✓	✓	
Delete or edit posted messages	✓	✓	✓
Discover and join public teams	✓	✓	
View org chart	✓	✓	
Add or remove members and guests	✓		
Edit or delete a team	✓		
Set team permissions for channels, tabs, and connectors	✓		
Change the team picture	✓		
Add guests to a team	✓		
Auto-show channels for the whole team	✓		
Control @[team name] mentions	✓		
Allow @channel or @[channel name] mentions	✓		
Allow usage of emoji, GIFs, and memes	✓		
Renew a team	✓		

Capability	Owner	Member	Guest
Archive or restore a team	✓		

Customize channel notifications

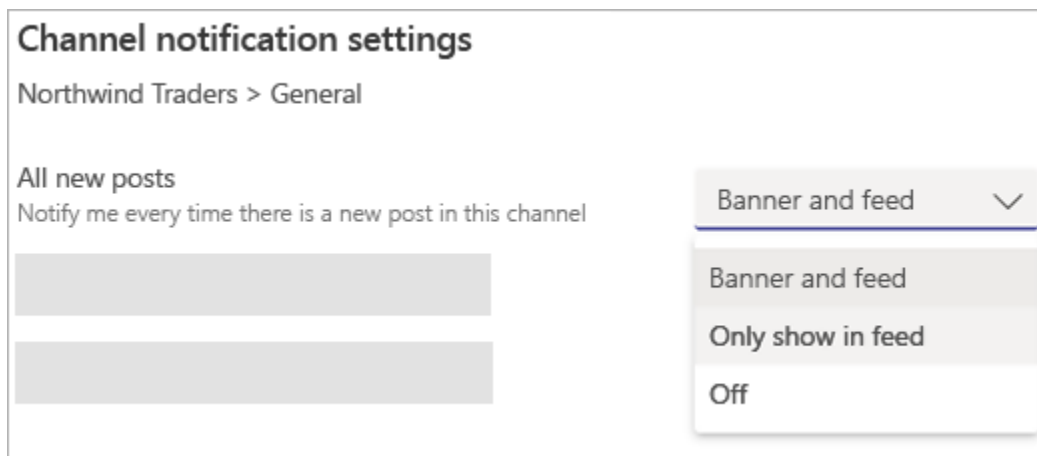
If you want to adjust or fine tune the notifications you're getting from a channel, here's how:

Go to the channel name and select **More options** **...** > **Channel notifications**. This allows you to get notified of channel activity.



From there you can choose where and what notifications you want to get.

Banner and feed will send notifications to your device and to **Activity** at the top left of the Teams app. Feed will skip sending notifications to your desktop and will only show up in your activity feed.



Want fewer notifications from a channel? You can turn them off from here as well.

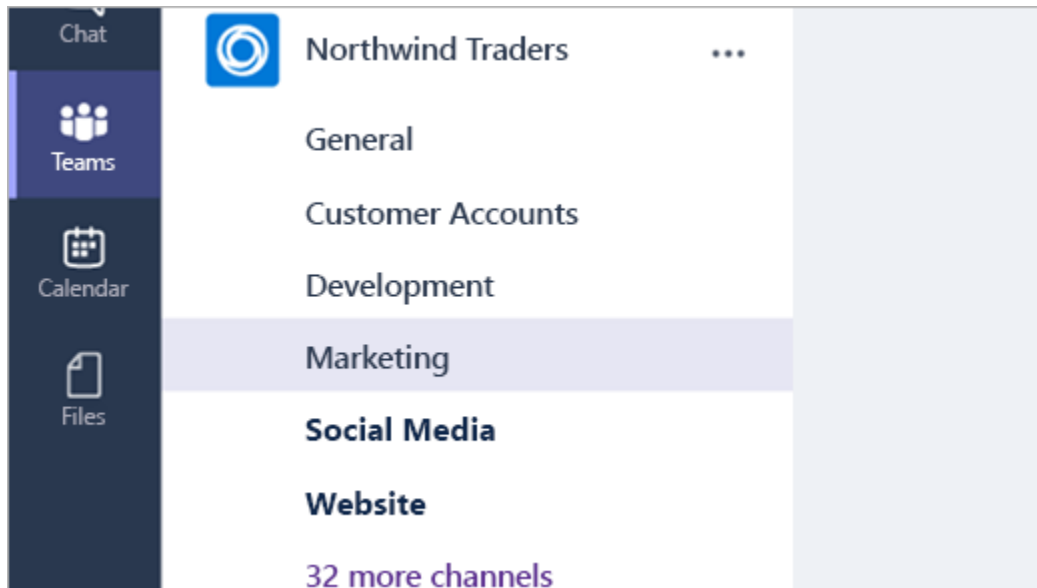
Below are the different types of settings you'll find in channel notifications:

- **All new posts** will notify you each time someone starts a new conversation in the channel
- **Include all replies** will notify you any time someone replies to a conversation
- **Channel mentions** will notify you whenever someone @mentions the channel

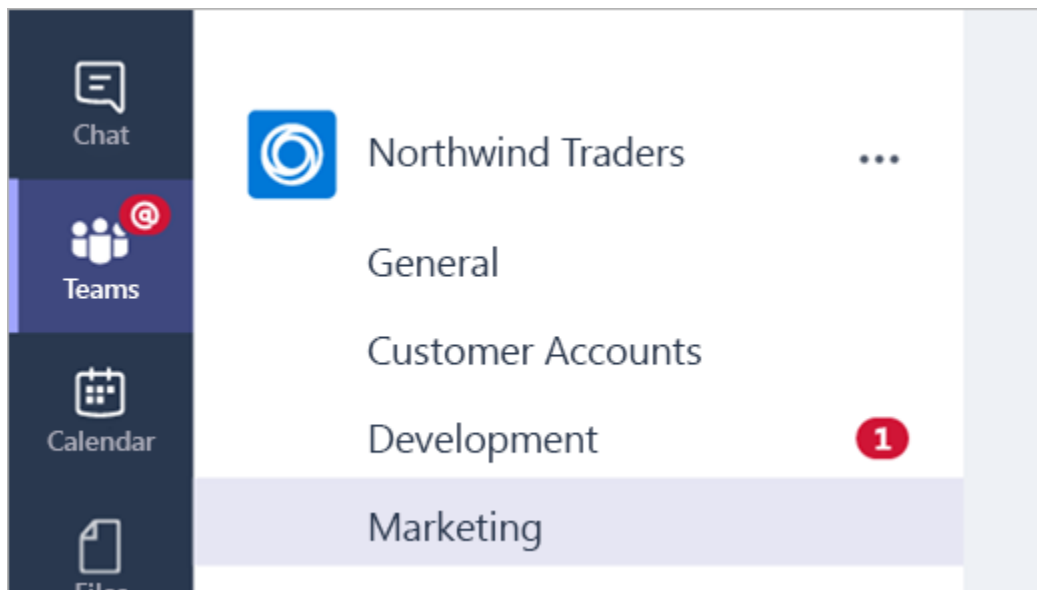
FYI, **Reset to default** will turn on notifications for each item and will notify you in your activity feed and send desktop banner notifications.

[Check a channel for notifications](#)

You know you have unread messages and unseen activity in a channel because its name appears bold. If you favorite the channel, it stays visible in your list.



You also receive notifications when someone @mentions you or replies to a conversation you're in, so that's another way you know a channel is active.



If you're worried about knowing whether a conversation is going on that needs your attention, rest assured: All your notifications appear in your **Activity** feed, so you'll never miss a thing. You get a notification whenever someone:

- @mentions you (you also see your @mentions in the conversation).
- @mentions teams and channels you belong to.
- Replies to conversations you're part of.
- Replies to your replies.

Notes: Another way to check your notifications is to use the command box at the top of Teams.

- Type **/unread** to see your unread channel notifications.
- Type **/mentions** to see all your @mentions

Delete a channel

Team owners get to decide which team members can delete and restore channels.

Tip: If you're considering deleting a channel because you're being inundated by notifications about new messages, you can instead just [turn off notifications](#).

To delete a channel, go to the channel name and click **More options** *** > **Delete this channel**.

Keep in mind that once you delete a channel, you also lose its entire conversation history. However, the OneNote sections associated with that channel will still show up on your team's SharePoint site.

Create or manage channels

Create a channel

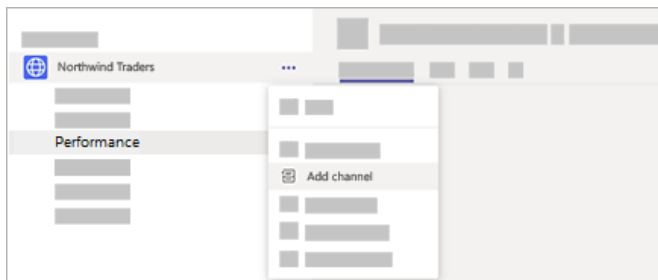
Teams are made up of channels, which are the conversations you have with your teammates. Each channel is dedicated to a specific topic, department, or project.

By default, all members of a team can create channels. A standard channel is open for all members and anything posted is searchable by others. If you need a smaller audience for a specific project, you can create a private channel for your team. For a deeper look, see [Teams can have standard or private channels](#).

When you need to create or edit a channel, use the steps below.

Create a standard channel

To create a standard channel, start in the team list. Find the team name and click **More options** *** > **Add channel**. You can also click **Manage team**, and add a channel in the **Channels** tab.



You can create up to 200 channels over the life of a team. That number includes channels you create and later delete.

Create a private channel

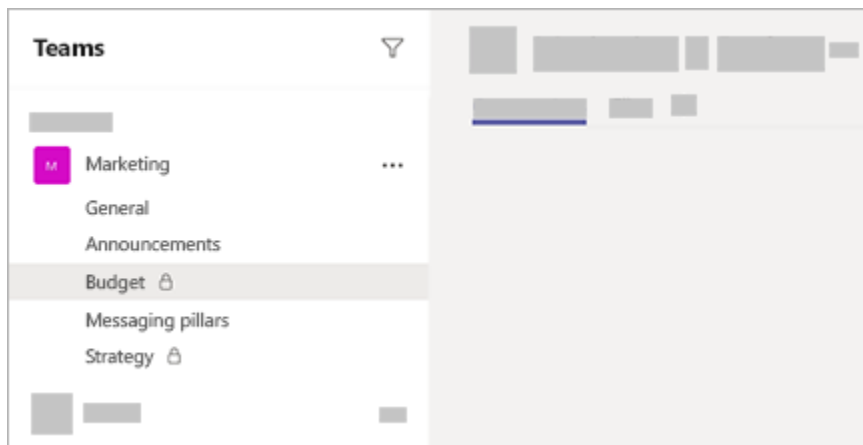
If you want a focused place to discuss sensitive information such as budgets, resourcing, strategic positioning and so on, create a private channel for your team. Only owners or members of the private channel can access it. To understand who can view what in a private channel, see [Private channels in Teams](#).

You can create up to 30 private channels over the life of a team.

Note: Your admin can change this permission and limit private channel creation to certain roles.

To create a private channel for a team:

1. Go to the team you want to create the private channel for and choose **More options** *** > **Add channel**.
2. Enter a name and description for your channel.
3. Under **Privacy**, select the down arrow on the right, and then select **Private – Accessible only to a specific group of people within the team**.
4. Select **Add**. This adds a private channel to the team.

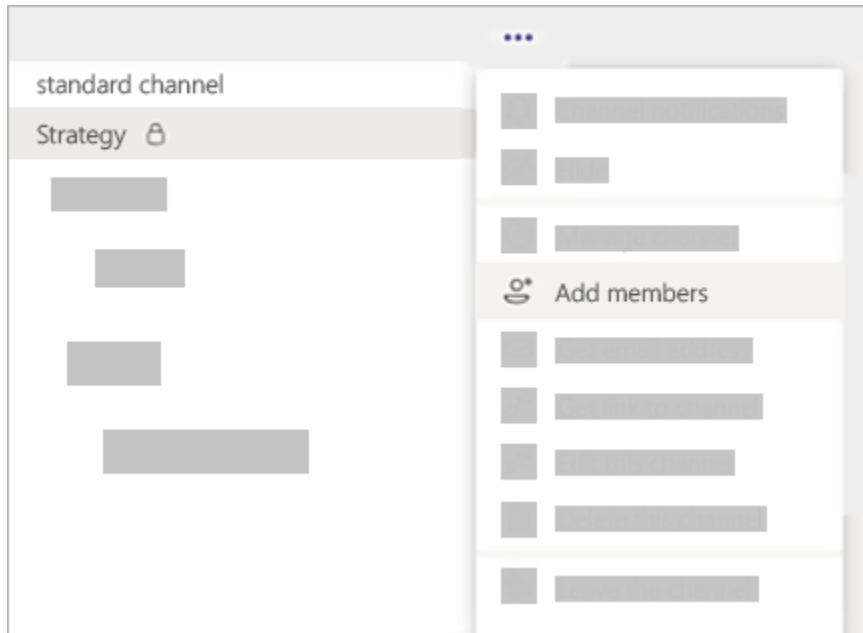


Add members to a private channel

As a private channel owner, you can add or remove members, and edit private channel settings. Each person that you add must first be a member of the team.

To add members of your team to a private channel:

1. Next to the private channel name, select **More options** *** > **Add members**.



2. Use the **Members** and **Settings** tabs to add or remove members and assign roles. Your private channel can have multiple owners and up to 250 members.
3. When you're ready, select **Done**. Members can now post messages in the private channel.

Manage private channel creation

As a team owner, you can turn on or turn off the ability for members to create channels. To see and change this option, go to the **Settings** tab for the team.

Edit, delete, hide, or leave a channel

Select **More options** *** next to the channel name. Then, use the menu to edit, delete, hide, or leave the channel as desired.

Note: Team owners get to decide which team members can delete channels.

Keep in mind that once you delete a channel, you also lose its entire conversation history. However, the OneNote sections associated with that channel will still show up on your team's SharePoint site

[Change moderator roles and settings in a channel](#)

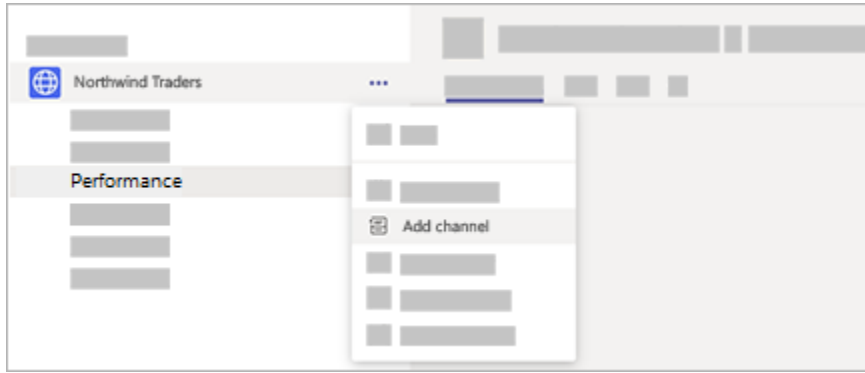
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Create a standard channel

To create a standard channel, start in the team list. Find the team name and click **More options** *** > **Add channel**. You can also click **Manage team**, and add a channel in the **Channels** tab.



You can create up to 200 channels over the life of a team. That number includes channels you create and later delete.

Create a private channel

If you want a focused place to discuss sensitive information such as budgets, resourcing, strategic positioning and so on, create a private channel for your team. Only owners or members of the private channel can access it. To understand who can view what in a private channel, see [Private channels in Teams](#).

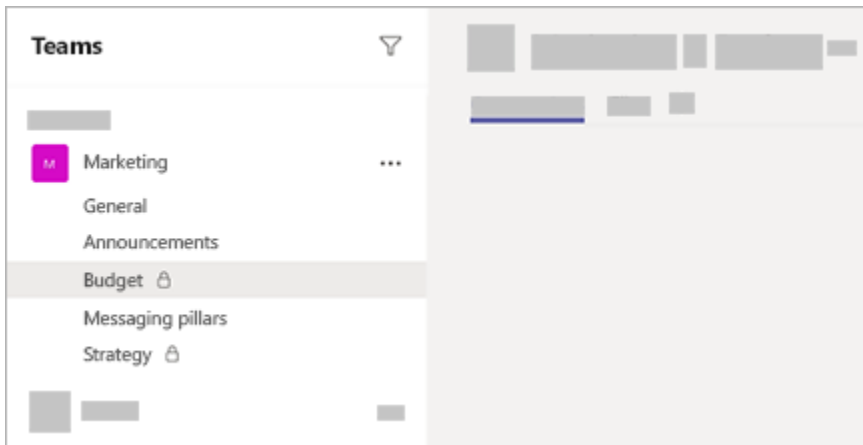
You can create up to 30 private channels over the life of a team.

Note: Your admin can change this permission and limit private channel creation to certain roles.

To create a private channel for a team:

1. Go to the team you want to create the private channel for and choose **More options** *** > **Add channel**.
2. Enter a name and description for your channel.
3. Under **Privacy**, select the down arrow on the right, and then select **Private – Accessible only to a specific group of people within the team**.

4. Select **Add**. This adds a private channel to the team.

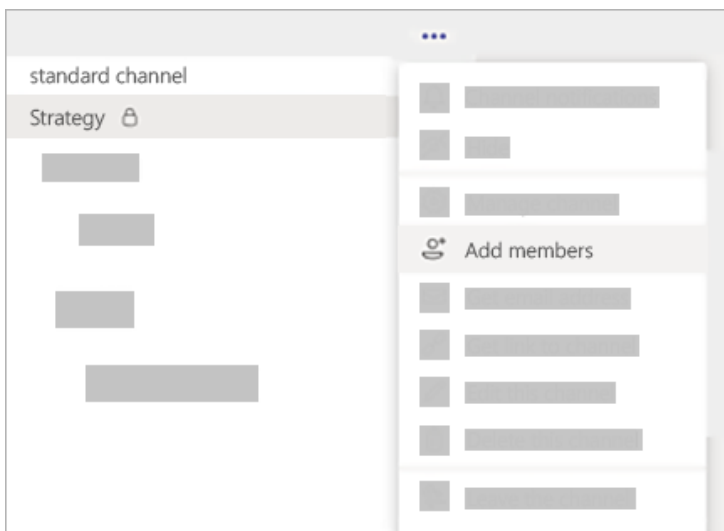


Add members to a private channel

As a private channel owner, you can add or remove members, and edit private channel settings. Each person that you add must first be a member of the team.

To add members of your team to a private channel:

1. Next to the private channel name, select **More options** **...** > **Add members**.



2. Use the **Members** and **Settings** tabs to add or remove members and assign roles. Your private channel can have multiple owners and up to 250 members.
3. When you're ready, select **Done**. Members can now post messages in the private channel.

Manage private channel creation

As a team owner, you can turn on or turn off the ability for members to create channels. To see and change this option, go to the **Settings** tab for the team.

Edit, delete, hide, or leave a channel

Select **More options** *** next to the channel name. Then, use the menu to edit, delete, hide, or leave the channel as desired.

Note: Team owners get to decide which team members can delete channels.

Keep in mind that once you delete a channel, you also lose its entire conversation history. However, the OneNote sections associated with that channel will still show up on your team's SharePoint site.

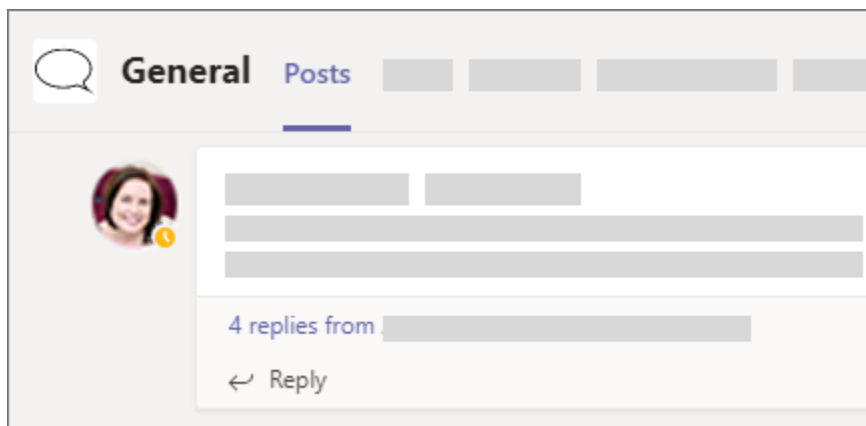
Share info in a channel

[Send a message to a channel](#)

Send a message to a channel in Teams

Microsoft Teams

When you go to any channel in Teams the very first tab is **Posts**. Think of this as one big group chat. Everyone who has access to the channel can see the messages on the **Posts** tab.



The other important thing to know about messages in a channel is that replies to a channel message stay attached to the original message. This way, the whole thread of the conversation can be easily followed by anyone reading it. This is the beauty of *threaded conversations*!

To reply to a channel message, select the little **Reply** link underneath the message.



To send a message to everyone in a particular channel (the whole team), follow these steps:

First, select the channel you want. Then, click **Reply** to respond to an existing thread or go to the compose box at the bottom of the **Posts** tab to start a new one. Next, type your message in the box and select **Send** ➤. Voila! Your message is now live in the channel.

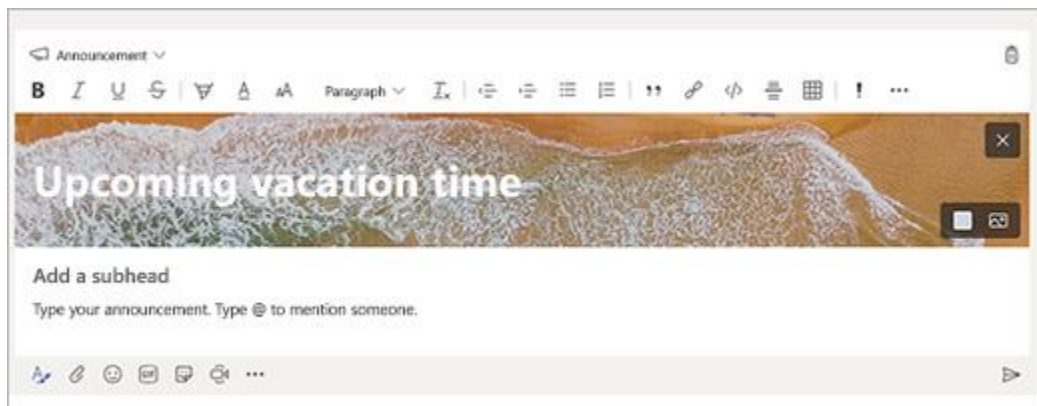
[Send an announcement to a channel](#)

Send an announcement to a channel

Sometimes your message needs to stand out. With options for a headline and image, channel announcements help your message cut through noise.

Create an announcement

1. In the channel, select **Format** ✎ under the box where you type your message.
2. At the top of box that appears, click the arrow next to **New conversation > Announcement**.
3. Type a headline, change its background color, or add a background image for the headline area—lots of options!
4. Type the topic of your announcement in the **Add a subhead** area, then the body of your message, and select **Send** ➤.



Note: Announcement messages are available only in channels—not in group or 1:1 chats.

[Send an email to a channel](#)

If you want to send an email to a channel in Teams, use the channel email address. Once an email is part of a channel, anyone can reply to it to start a conversation.

In this article

[Send an email to a channel](#)

[Reply to an email in a channel](#)

[View the original email](#)

[Troubleshoot email failures](#)

Send an email to a channel

Go to the channel name and click **More options** *** > **Get email address**.

FYI, this feature needs to be enabled by your IT admin.

Reply to an email in a channel

When you reply to an email message in a thread, it creates a conversation about the email within Teams. However, this does not send an email reply to the original sender. Any comments or conversations you have about the email in a channel aren't visible outside of Teams.

View the original email

Sometimes, emails that get sent to a channel are too large to view in the conversation. To see an email in its original format, click **View original email** under the email in the conversation.

Troubleshoot email failures


There are a few reasons why sending an email to a channel can fail:

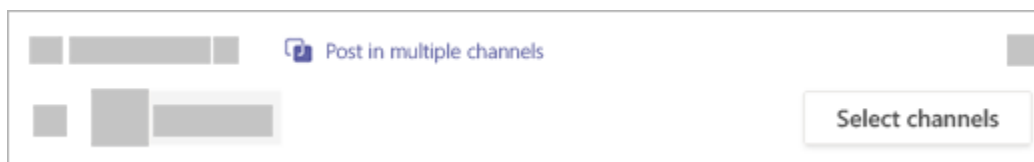
- The feature is not enabled by your IT admin.
- The channel settings restrict who can send email.
- The email contains more than 50 inline images.
- The email has more than 20 file attachments.
- The email has an attachment that's more than 10 MB.
- The SharePoint folder associated with the channel has been deleted or renamed.

Cross-post a channel conversation

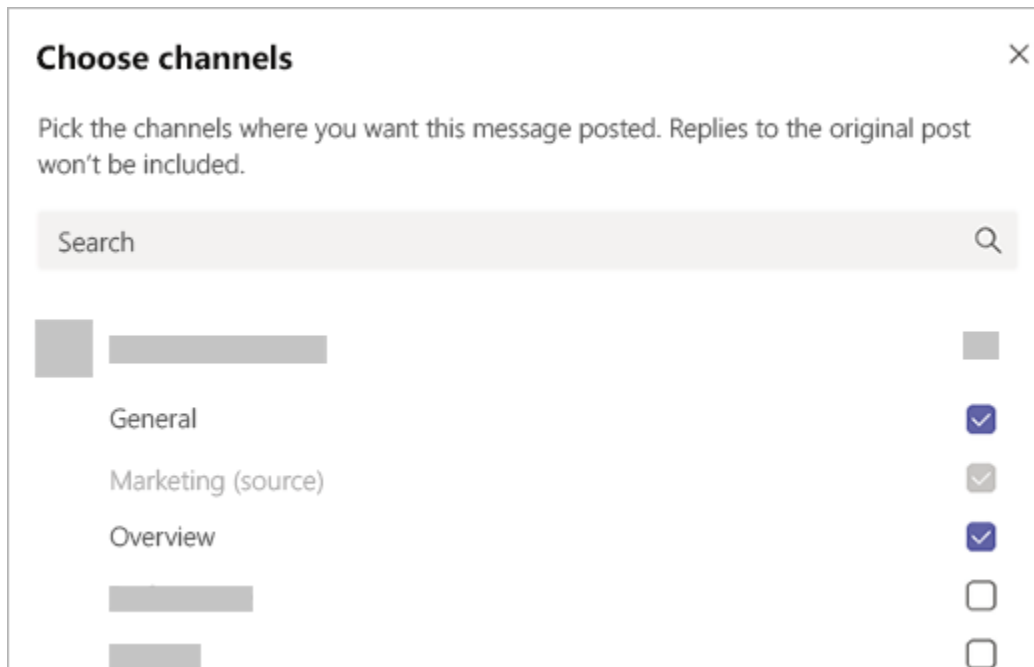
Do you have information or an announcement that needs to be shared across multiple teams and channels? You can post that message to multiple channels at once.

Cross-post a new channel conversation

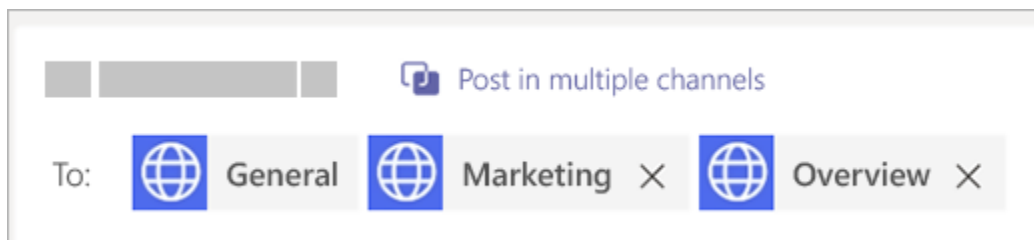
1. In the channel, select **Format**  under the box where you type your message.
2. At the top of the box that opens, choose a message type: **New conversation** or **Announcement**.
3. Select **Post in multiple channels** > **Select channels**.



4. Choose the channels to post in or use search to find a channel. You can post wherever you're a member.




5. Select **Update**. The **To** field updates and shows the channels to post in.




6. Type your message and select **Send**. This posts your message to the selected channels.

Edit a cross-post

You can edit your original message in a cross-post anytime by selecting **More actions** ******* in the post, and then choosing **Edit** .

From here, you can also add channels to post in, or you can remove channels from the list. Select **Post in multiple channels** > **Select channels** to find a channel to add. To remove a channel, just delete it from the **To** field.

Finally, for any post you create, you can make it a cross-post by clicking **More actions** *******, then choosing **Edit**  > **Post in multiple channels** > **Select channels**, and then selecting the channels you want to add.

Note: Team owners can establish moderation rules to control who can post, react, and reply to messages in a channel. For more details. see [Change moderator roles and settings in a channel](#).

Share between Teams and Outlook

Share to Outlook from Teams

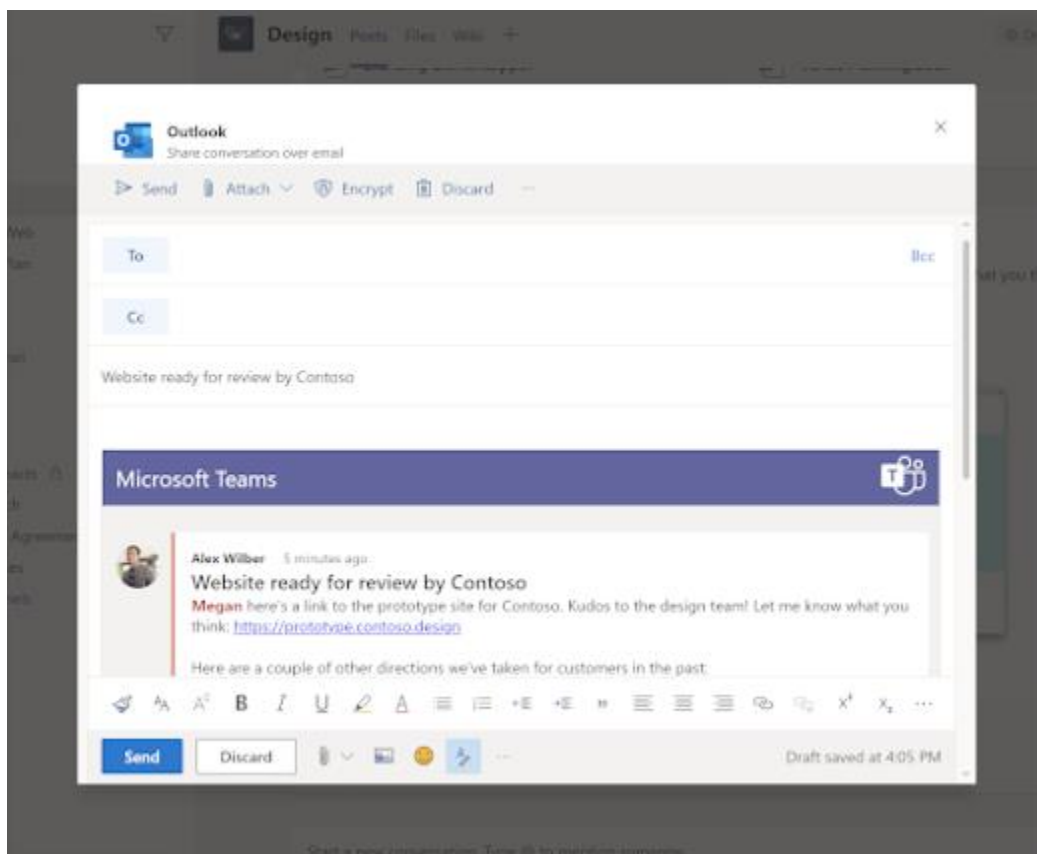
You can share chats or channel conversations to Outlook—without leaving Teams.

Note: You must have [Outlook on the Web](#) enabled. If it's turned off, the **Share to Outlook** option isn't displayed in Teams.

Share a chat from Teams to Outlook

From within Teams, you can share a copy of a chat as an email to Outlook.

1. Select **More options** *** and then choose the **Share to Outlook** option.
2. Choose your recipient(s). You can also add attachments or customize the message with familiar email options.
3. Then click the **Send** button to share your chat.



Share a channel conversation from Teams to Outlook

In Teams, you can also share an entire channel conversation as an email to Outlook.

1. In a message, click **More options** *** and select the **Share to Outlook** option.
2. Choose your recipient(s). You can also select from custom options, edit the subject line, and add attachments.

For Teams Owners

Team owner capabilities

Every member in Teams has a role, and each one has different permissions.

- **Owners**
Team owners manage certain settings for the team. They add and remove members, add guests, change team settings, and handle administrative tasks. There can be multiple owners in a team.
- **Members**
Members are the people in the team. They talk with other team members in conversations. They can view and usually upload and change files. They also do the usual sorts of collaboration that the team owners have permitted.
- **Guests**
Guests are people from outside of your organization that a team owner invites, such as partners or consultants to join the team. Guests have fewer capabilities than team members or team owners, but there's still a lot they can do.

Note: File permissions for members and guests reflect whatever your admin has set in your SharePoint settings. These can only be changed by your admin.

The following table shows the capabilities available for each role:

Capability	Owner	Member	Guest
Create a channel	✓	✓	✓
Participate in a private chat	✓	✓	✓
Participate in a channel conversation	✓	✓	✓
Share a channel file	✓	✓	✓
Share a chat file	✓	✓	
Add apps (such as tabs, bots, or connectors)	✓	✓	
Can be invited via any work or school account for Office 365			✓
Create a team	✓	✓	

Capability	Owner	Member	Guest
Delete or edit posted messages	✓	✓	✓
Discover and join public teams	✓	✓	
View org chart	✓	✓	
Add or remove members and guests	✓		
Edit or delete a team	✓		
Set team permissions for channels, tabs, and connectors	✓		
Change the team picture	✓		
Add guests to a team	✓		
Auto-show channels for the whole team	✓		
Control @[team name] mentions	✓		
Allow @channel or @[channel name] mentions	✓		
Allow usage of emoji, GIFs, and memes	✓		
Renew a team	✓		
Archive or restore a team	✓		



Create a team from scratch


If you don't have an existing Office 365 group or team, you're starting with a clean slate, and **you** get to choose how your team is organized and set up.

When your team is created, you'll get a corresponding Office 365 group, which includes a group inbox and calendar in Outlook, a SharePoint site, and OneNote.

Note: Your organization can restrict who can create teams. If you can't create a team or need to turn off team creation, check with your IT admin.

To build a team from scratch:

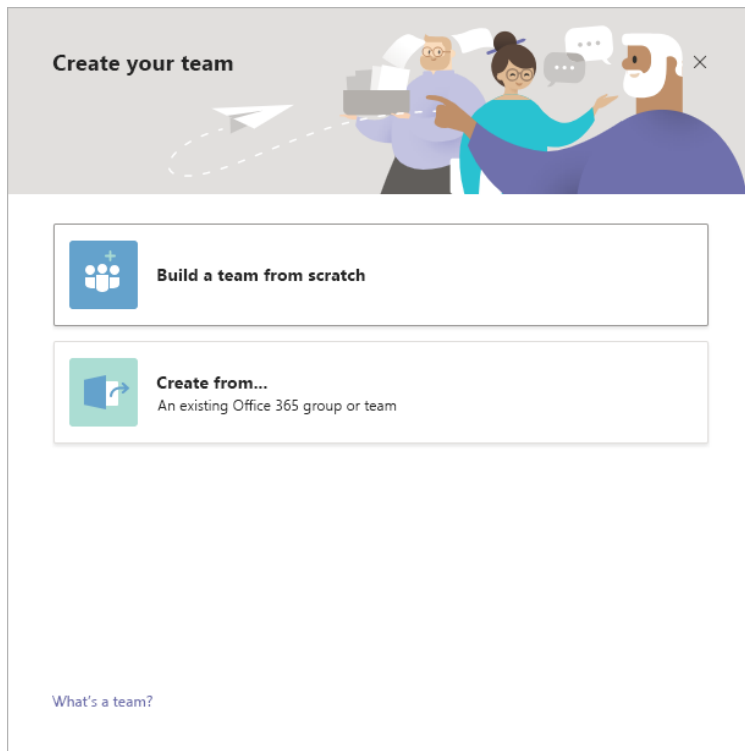
1. First, click **Teams**  on the left side of the app, then click **Join or create a team**  at the bottom of your teams list.

2. Then click **Create team**  (first card, top left corner).
3. Choose **Build a team from scratch**.
4. Next, you'll want to choose what kind of team you want this to be:

To limit content and conversation to a specific set of people, choose **Private**.

For a community or topic that anyone in the organization can join, choose **Public**.

5. Name your team and add an optional description.
6. When you're done, click **Create**.



Tip: If you're a global admin, you'll see an option to [create an Org-wide team](#). These are great for situations when you want to automatically add all employees in your organization.

Hey, want to know what to do next?




As the creator of the team, you are the owner. [Invite people to your team](#) and [create some channels](#). For a deeper look at roles and permissions, see [Team owner, member, and guest capabilities in Teams](#).

Feel free to create more teams—you can own up to 250 teams simultaneously per account.

Create a team from an existing group

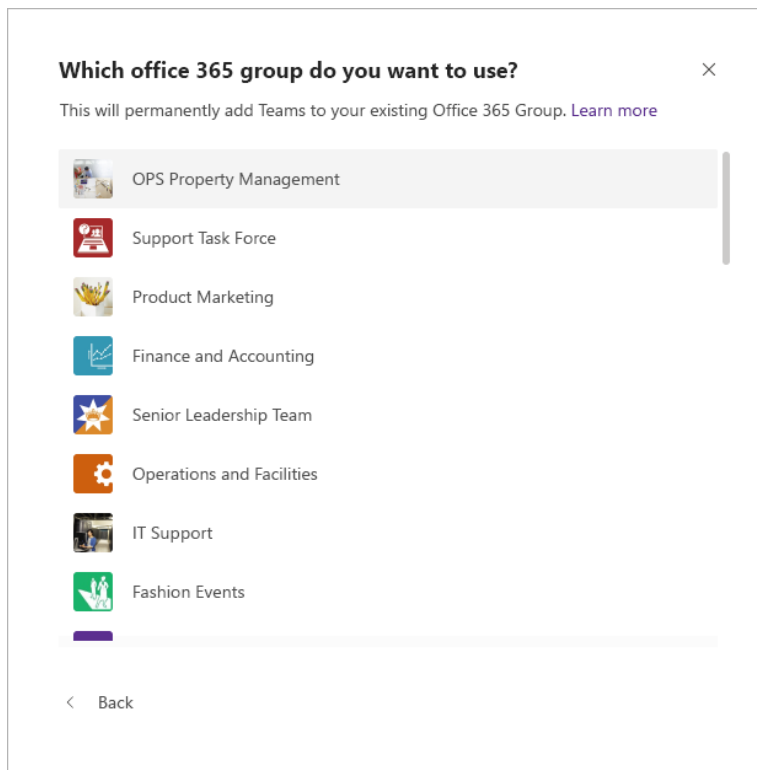
When you create a team from an existing Office 365 group, you'll automatically share the same group privacy (public or private) and members as the original group.

Note: Your organization can restrict who can create teams. If you can't create a team or need to turn off team creation, check with your IT admin.

1. First click **Teams**  on the left side of the app, then click **Join or create a team**  at the bottom of your teams list.
2. Then click **Create team**  (first card, top left corner).
3. From here, select **Create from...**, and choose **Office 365 group**.

You'll be presented with a list of groups that you currently own, don't already have a team associated, and have less than 5000 members.

4. Select your desired group, and a team with the same name will create automatically. The team will share the same group privacy (public or private) and members as the original group.






Notes:

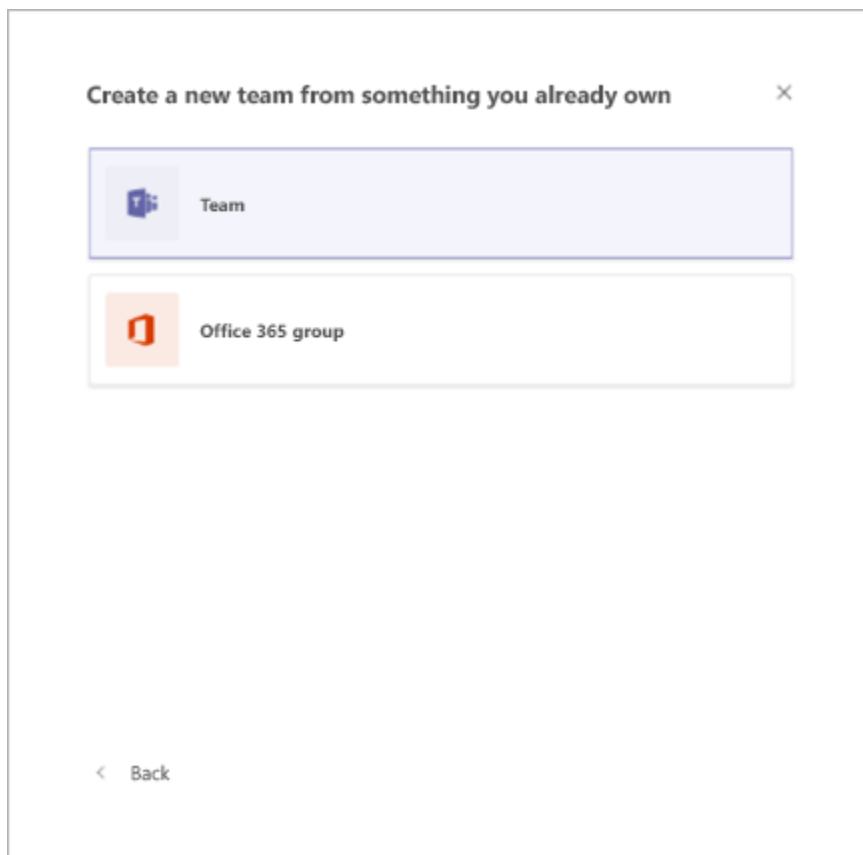
- This option is not available for groups that have more than 5000 members or have already been used to create another team.
- Groups created through Yammer cannot be converted to a team.

Create a team from an existing team

If you want to leverage the same data, channels, and settings from an existing team to create a new team, you can make a copy and then choose how your new team is organized and set up.

Note: Your organization can restrict who can create teams. If you can't create a team or need to turn off team creation, check with your IT admin.

1. First click **Teams**  on the left side of the app, then click **Join or create a team**  at the bottom of your teams list.
2. Then click **Create team**  (first card, top left corner).
3. From here, select **Create from...**, then choose **Team**. You'll see a list of teams that you currently own.
4. Choose the team you want to copy.
5. Name your new team, add a description, edit the team privacy, or edit the team's data classification, if your organization has set this up. Use the check boxes to pick which parts of the team you want to copy: channels, tabs, settings, apps, and even members.
6. When you're done, click **Create**.



Note that after you create the new team, you'll still need to [configure the settings for apps and tabs](#).

Add members to a team

If you're a team owner, you can add someone to a team. If you're not a team owner, you can submit a request, and the team owner will [accept or deny it](#).

This topic is about adding members who are already a part of your team's organization. If you want to add someone who's not a part of your organization, see [Add guests to a team](#).

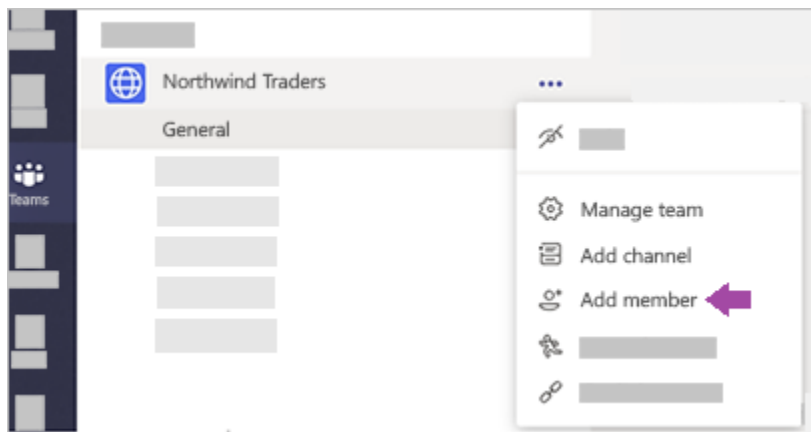
Add members to a team

Your team can hold up to 5000 people.

Note: If you're a global administrator, consider [creating an org-wide team](#) that automatically adds everyone in your organization.

To add members to a team:

1. If you're a team owner, go to the team name in the teams list and click **More options** *** > **Add member**.



2. Start typing a name, distribution list, security group, or Office 365 group to add to your team. You can also add people outside your organization as guests by typing their email addresses.
3. When you're done adding members, select **Add**. Fyi, you can make someone a team owner by selecting the down arrow next to the word **Member**. There can be multiple owners in a team. For a deeper look at roles and permissions, see [Team owner and member capabilities in Teams](#).
4. Select **Close**. People you add to a team will receive an email letting them know they are now a member of your team and the team will show up in their teams list.

Accept or deny requests to join a team

People can submit a request to join your team.

Accept or deny pending requests

To accept or deny pending requests, go to your team in the teams list and select **More options** *** > **Manage team** > **Pending Requests**.

Request to add a member

To request someone be added to a team you're already a member of, go to the team in your team list then select **More options** **...** > **Add member**. Type the name of one or more people then select **Send request**. Team owners will receive an alert that they have a pending request.

Make someone a team owner

If you want to make someone an owner or view who's an owner of an existing team, go to the team name and click **More options** **...** > **Manage team**.

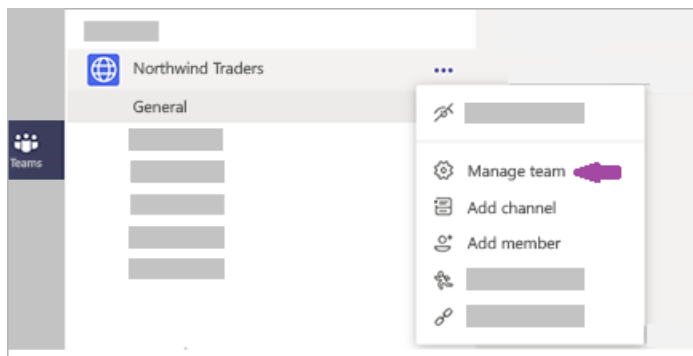
The **Role** column tells you if someone is a team member or owner. To make someone an owner, click **Member** and then select **Owner**.

You can also make someone a team owner while you're creating a team. When you're adding team members, designate whether each new person is going to be a team member or team owner by clicking **Owner** under the **Member** menu.

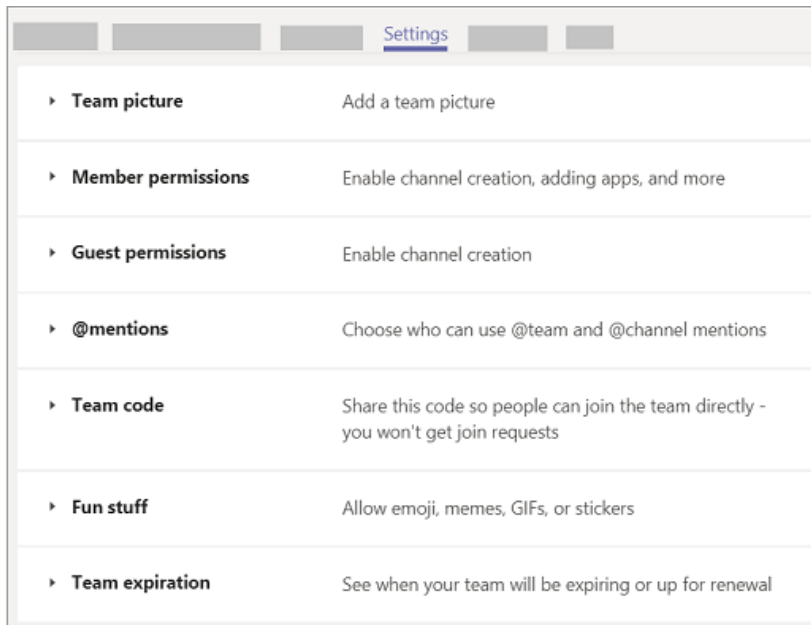
Change team settings

If you're a team owner, you're in control of a lot of the settings and permissions of your team. Here's how to adjust them.

1. Go to the team name and click **More options** **...** > **Manage team**.



2. In the **Settings** tab, check or uncheck the options or permissions you want to use.



Note: For a deeper look at roles and permissions, see [Team owner, member, and guest capabilities in Teams](#).

Change team name, description, and privacy setting

Go to the team name and click **More options** *** > **Edit team**. From there, you can set the team name, description, and privacy settings.

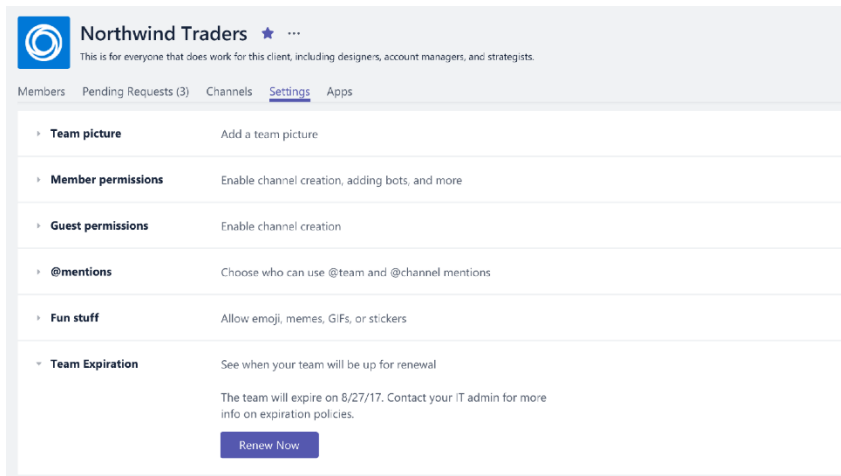
Renew a team

Did you get a notification saying your team is about to expire? Or maybe you're just curious to know if your team has an expiration date.

If your team name has a red expiration icon next to it, then it will expire in less than thirty days. Go to the team name and click **More options** *** > **Renew now**.

In other cases, either click the notification to renew your team or go to your team settings. Go to the team name and click **More options** *** > **Manage team**. Then click **Settings** > **Team Expiration**.

From there, you can click **Renew now** or just check the team's expiration date.



Note: Wondering why your team is expiring in the first place? Talk to your IT admin. They set the [group expiration policies](#) for your org.

Make a public team private

Private teams can only be joined if the team owner adds someone to them. When creating a team, choose to make the team discoverable so that people can search for it in the teams gallery, or turn discoverability off so that people can only find the team if shared by you or a team member.

Public teams are visible to everyone from the teams gallery and you can join them without getting approval from the team owner.

Change a team's privacy status

To change the privacy settings for your team from public to private (or vice versa), go to the team name and select **More options** *** > **Edit team** toward the bottom of the menu. Under **Privacy**, select either **Public** or **Private**.

You can now choose to make private teams discoverable when people search for teams to join. People will still require permission from a team owner to join a private team, this only allows the team to turn up in search results for your org.

Note: To change a team's discoverability, right-click on the team name, then select **Manage team** > **Settings** > **Team discoverability**.

Delete a team

If you want to delete a team (and you're the team owner), go to the team name and click **More options** *** > **Delete the team**. Your team will be permanently removed.


Remember:

- Deleting a team removes the team mailbox and calendar from Exchange.
- The corresponding SharePoint site and all its files will also be deleted.

- And any OneNote notebook, Planner plan, PowerBI workspace, or Stream group affiliated with the team will also be deleted.

Team owners and IT admins can recover deleted teams for up to 30 days. For more info, see [Restore a deleted Office 365 Group](#).

Remove someone from a team

If you're a team owner, you can absolutely remove someone from your team. Go to the team name and then click **More options**  > **Manage team** > **Members**.

From your team member list, click the **X** to the far right of the name of the person you'd like to remove. To remove another team owner, first change their role from owner to member, then remove them.




Once you remove someone from a team, you can always use **Add member** to add them back to the team later on.

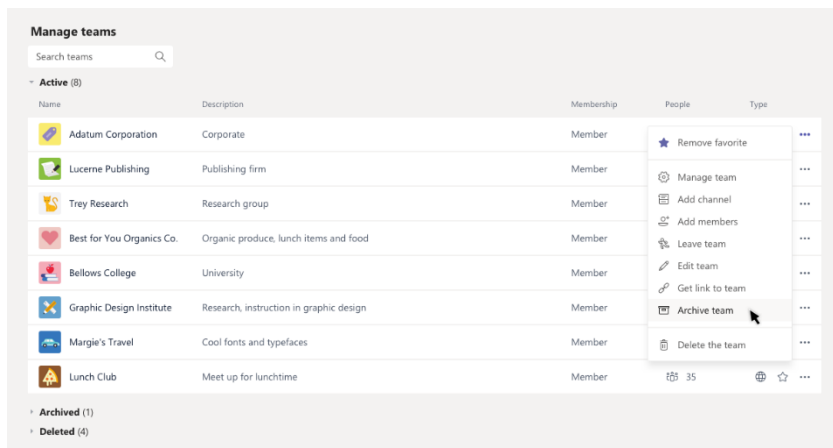
Note: Team owners can remove members from a team, but only an admin can remove someone from the organization.

Archive or restore a team

Archive a team when it's no longer active, but you want to keep it around for reference or to reactivate in the future. The conversations and files in the team become read-only once you archive it. You'll still be able to search through it for stuff you need—you can even keep it as a favorite. Only team owners can archive and restore teams.

Archive a team

1. Select **Teams**  on the left to see the list of your teams.
2. At the bottom of the list, select **Manage** .
3. In the **Active** list, find the name of the team you want to archive, then select **More options**  > **Archive team**.
4. To prevent people from editing the content in the SharePoint site and Wiki tab associated with the team, select **Make the SharePoint site read-only for team members**. (Teams owners will still be able to edit this content.)

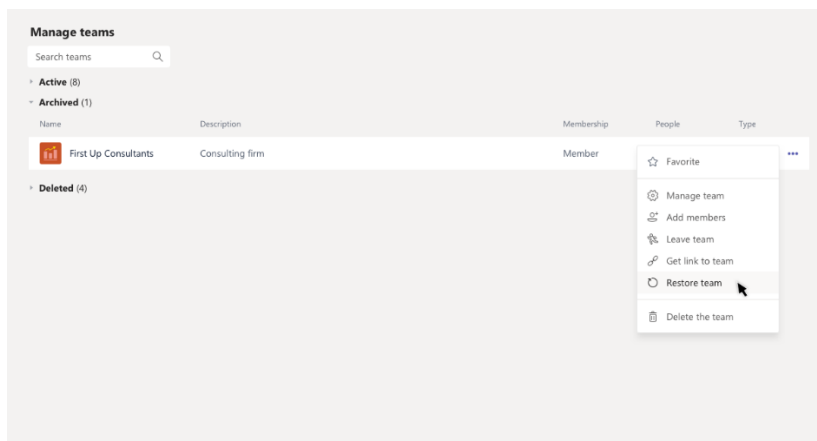


To view and search through the content of the archived team, click its name in the **Archived** list. Or, make it a favorite if you think you'll refer to it often (in the list, select the team, then **More options** ******* > **Favorite**).

All of the team activity is frozen once the team is archived. No one will be able to start new conversations or reply to posts in a channel, add or remove channels, edit team settings, or add apps. As a team owner, you'll still be able to add or remove members, update roles, and delete, renew, or restore an archived team.

Restore a team

- To restore an archived team, follow steps 1 and 2 above. Then, in the **Archived** list, find the name of the team you want to archive, and select **More options** ******* > **Restore team**.





Manage channels

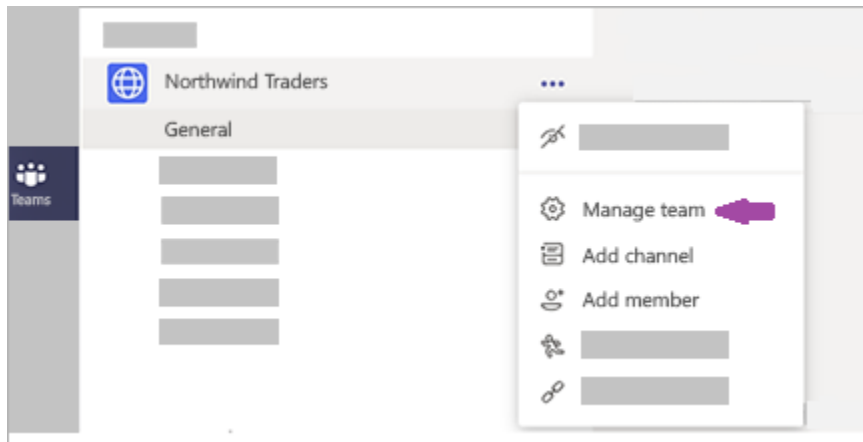
Set guest permissions for channels

Before you can update guest permissions, the person must be added as a guest to your team (see also [Add guests to a team](#)).

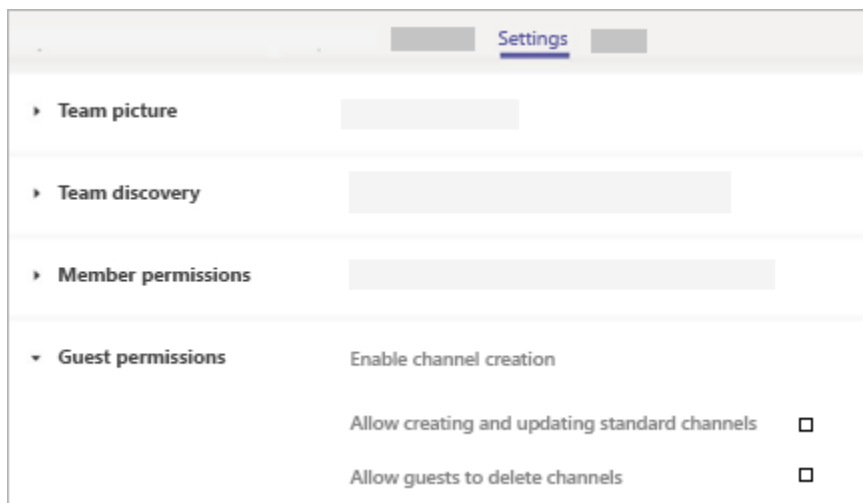
Guests have fewer capabilities than team members, but there's still a lot they can do in channels—where the work actually gets done in Teams! Team owners can set guest permissions for channels to control this. For more details, see [Guest capabilities in Teams](#).

To set guest permissions for channels in Teams:

1. Select **Teams**  on the left side of the app.
2. Go to the team name and select **More options**  > **Manage team**.



3. Select **Settings** > **Guest permissions**. Check or uncheck the permissions you want to use. Currently, you can give guests permission to create, update, or delete channels.



Your guests can now [collaborate with team members in channels](#).

Note: File permissions for guests reflect whatever your admin has set in your SharePoint settings. These can only be changed by your admin.

Change moderator roles and settings in a channel

By default, non-private channels are unmoderated, meaning anyone can post, react, and reply to posts. Team owners can set moderation roles for a channel to control this. Owners can also add team members as moderators. Establishing moderators can be helpful if you want to create, for example, an announcements channel, or a channel devoted to a specific topic.

Moderators can:

- Post to a channel, and react and reply to posts in a channel.
- Add and remove team members as moderators.
- Control whether team members can reply to existing channel messages and whether bots and connectors can submit channel messages.

Note: By default, team owners are channel moderators and can't be removed.

Exclude guests from posting new posts

This is the most basic form of moderation.

1. Go to the channel, click **More options** *** > **Manage channel**.
2. Under **Who can start a new post?**, click the button next to **Everyone except guests can start a new post**.

Turn on moderation

To name more specific moderators, or include team members as moderators, turn on moderation.

1. Go to the channel, click **More options** *** > **Manage channel**.
2. Under **Channel moderation**, switch the toggle to **On**.

When channel moderation is on, only moderators can start new posts.

Add or remove channel moderators

1. Go to the channel, click **More options** *** > **Manage channel**.
2. Under **Who are the moderators?**, click **Manage**, and then add or remove team members as moderators.

Note: Team owners and moderators can add and remove other moderators.

Set team member permissions

After turning on moderation, under **Team member permissions**, you can select the check boxes next to the activities you want to allow. Options here are:

- Allow or disallow members to reply to channel message.
- Allow or disallow members to pin channel messages.

- Allow or disallow bots to submit channel messages.
- Allow or disallow connectors to submit channel messages.

Add guests

Add guests to a team

First thing to know, you must be a team owner to add a guest in Teams (see also [Set guest permissions](#)).

Sometimes you'll want to collaborate with people who aren't in your team's organization. A lot of times you'll be doing that in email, but if you want to collaborate with them in Teams, you can add them as a guest. Guests have fewer capabilities than team members or team owners, but there's still a lot they can do. For a deeper look, see [Guest capabilities in Teams](#).



Note: Before guests can join a team, an admin must [enable guest access in Teams](#). If you can't add a guest, check with your admin.

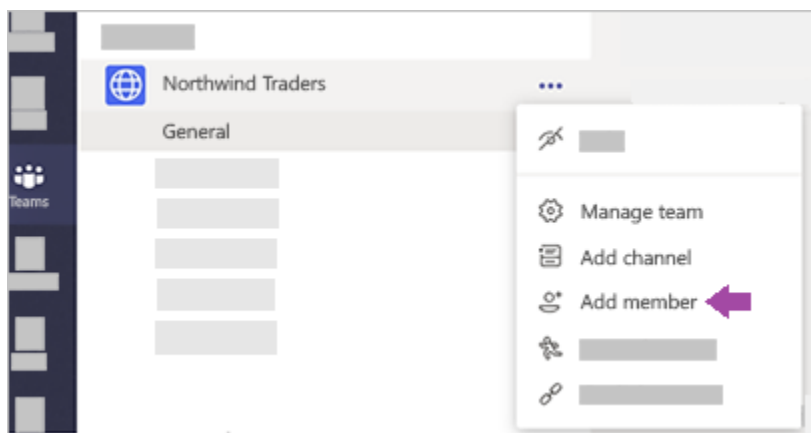
Here's how to add a guest and work with them in Teams.

Add a guest to your team

Guests must have an Office 365 work or school account. If the guest doesn't yet have a Microsoft account associated with their email address, they will be directed to create one for free.


To add a guest to your team in Teams:

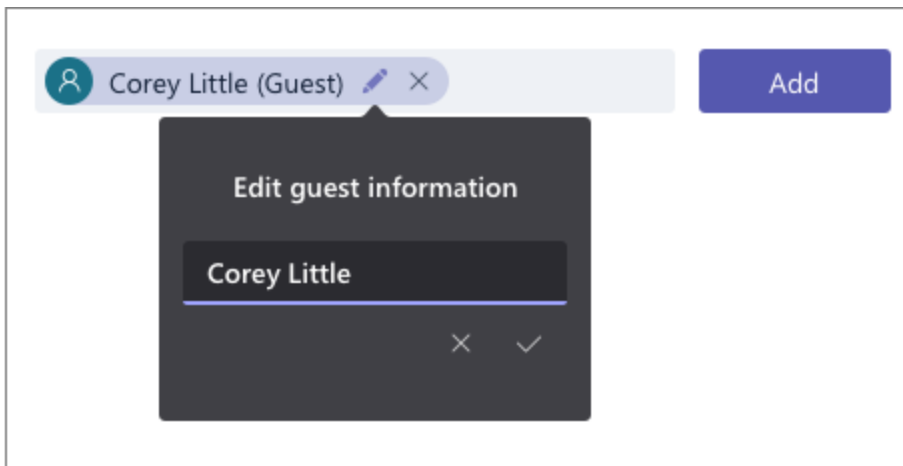
1. Select **Teams**  and go to the team in your team list.
2. Select **More options**  > **Add member**.



3. Enter the guest's email address. Anyone with a business or consumer email account, such as Outlook, Gmail, or others, can join your team as a guest.

Note: If you receive a "We didn't find any matches" error while trying to add a guest, your organization doesn't allow guests.

4. Add your guest's name. Select **Edit guest information**  and type a friendly name for them. Be sure to take the time to do this now—you'll need the help of an IT admin to do it later.



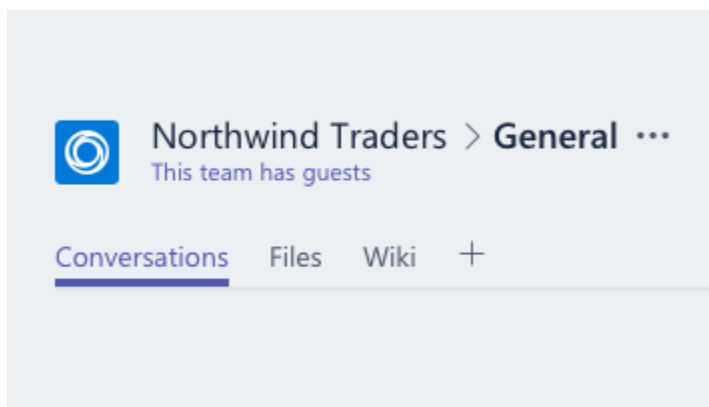
5. Click **Add**. Guests will receive a welcome email invitation that includes some information about joining Teams and [what the guest experience is like](#).

Now that all that's done, the next thing you're going to do is [set guest permissions](#).

Note: When you add a guest, only their name gets added to their profile card. To add or change other info (such as phone number or title), you'll need to contact your IT admin.

Identify guests on a team

To see if a team has any guests, just look below the heading where the team name shows up.



You can tell if someone is a guest by looking anywhere their name appears—the word “Guest” appears after it. You can also see everyone’s roles in the **Members** tab of a team. Go to the team name and select **More options** ******* > **Manage team** and then **Members**.

Switch guest accounts in Teams

Go to the accounts menu to the left of a profile picture at the top of the app, then pick the team or guest account you want.

Guest capabilities in Teams

Every member in Teams has a role, and each one has different permissions.

- **Owners**

Team owners manage certain settings for the team. They add and remove members, add guests, change team settings, and handle administrative tasks. There can be multiple owners in a team.

- **Members**

Members are the people in the team. They talk with other team members in conversations. They can view and usually upload and change files. They also do the usual sorts of collaboration that the team owners have permitted.

- **Guests**

Guests are people from outside of your organization that a team owner invites, such as partners or consultants to join the team. Guests have fewer capabilities than team members or team owners, but there's still a lot they can do.

Note: File permissions for members and guests reflect whatever your admin has set in your SharePoint settings. These can only be changed by your admin.

The following table shows the capabilities available for each role:

Capability	Owner	Member	Guest
Create a channel	✓	✓	✓
Participate in a private chat	✓	✓	✓
Participate in a channel conversation	✓	✓	✓
Share a channel file	✓	✓	✓
Share a chat file	✓	✓	
Add apps (such as tabs, bots, or connectors)	✓	✓	
Can be invited via any work or school account for Office 365			✓
Create a team	✓	✓	
Delete or edit posted messages	✓	✓	✓
Discover and join public teams	✓	✓	
View org chart	✓	✓	

Capability	Owner	Member	Guest
Add or remove members and guests	✓		
Edit or delete a team	✓		
Set team permissions for channels, tabs, and connectors	✓		
Change the team picture	✓		
Add guests to a team	✓		
Auto-show channels for the whole team	✓		
Control @[team name] mentions	✓		
Allow @channel or @[channel name] mentions	✓		
Allow usage of emoji, GIFs, and memes	✓		
Renew a team	✓		
Archive or restore a team	✓		

More Information:

EMU-Distance Education Institute Youtube Site

<https://www.youtube.com/channel/UCtoKYgBoUTxgA6QxE8M0lcA/videos>

Ders Destek Komitesi Çalışmaları (Turkish)

<https://staff.emu.edu.tr/cihanunal/en/ders-destek-komitesi>

Microsoft Teams training – YouTube

https://www.youtube.com/playlist?list=PLXPr7gfUMmKzR7_jXN5s886apYoHNC3Xk

Instructor-led training and videos for Microsoft Teams users - Microsoft Teams

<https://docs.microsoft.com/en-us/MicrosoftTeams/instructor-led-training-teams-landing-page>

Microsoft Teams knowledge check - Level 1

<https://forms.office.com/Pages/ResponsePage.aspx?id=v4j5cvGGr0GRqy180BHbRxj93KiKDt5Epsej7oDa3x5UNUoxNVkwR0VVVEpJS1BQOFRBWE5WV1lTRi4u>

End user training for Microsoft Teams

<https://docs.microsoft.com/en-us/microsoftteams/enduser-training>

Welcome to Microsoft Teams

<https://docs.microsoft.com/en-us/microsoftteams/teams-overview>

