



Microsoft Office 365 Teams Guidelines

Definitions

Microsoft Teams – A collection of people, content, and tools surrounding different projects and outcomes within an organization. A Team can be public or private. Private teams only contain invited members where public teams will allow anyone within the organization to join.

Channels - When there is an established Team, channels can be created within a Team. This allows the conversations to be organized by specific topics and projects.

Teams Owners - The individual who creates the team is the first owner. Team owners can make any member of their Team a co-owner.

Team members – all users invited to join a particular Team.

Creation of a MS Team

A Microsoft Team should only be created when a group of people need to collaborate over a sustained time. Channels can be open to all members in a Team (public) or a subset of members within a Team (private). Files shared in a Channel are stored in SharePoint/OneDrive.

MS Teams Owners and Members

A Microsoft Team allows for multiple owners as well as members. A team owner has the ability to add members to the team.