

## Collaborate in teams and channels

### Try it!

Create a team for a specific scenario with team templates that come with relevant apps and channels.

1. Select **Teams > Join or create a team > Create team**.
2. Select a team template based on the team scenario you want.

Each team template comes with added channels and apps to enhance your chosen scenario or industry.

You can also select **From scratch** to build a team from scratch, or select **From a group or team** to build one from an existing Microsoft 365 group.

3. Choose a privacy level: **Private** or **Public**.
4. Add details about your team such as a team name and description.
5. If you chose a team template, edit channel names to further customize your team.
6. Select **Create**.

After a few minutes, your team gets created.

## Work with external guests

### Try it!

Guests have similar capabilities to team members and can participate in meetings, chats, and work on documents.

1. In a team, select **More options>Add member**.
2. Enter the guest's email. You can add as many guests as you need.
  - If needed, it's best to change their display name now.
3. When ready, select **Add** and guests will be sent an email invitation they need to accept to begin.

A guest will have the label "Guest" attached to their name in Microsoft Teams. You can also check the top of any channel to see how many guests are in it.

To share files, use the **Files** tab and folders since document links may not work with guests.

# Manage team settings

## Try it!

**Note:** Some features may have changed. Read below for the latest updates.

As a team owner, you can add or remove team members and guests, manage team and channel settings, and archive a team that's no longer in use.

### Add or remove team members

In the team list, go to the team name and select **More options** \*\*\* > **Manage team** ⚙️.

You can manage these member settings:

- To remove someone, select **X** to remove them.
- To change someone's role, select the dropdown arrow and choose a role such as **Owner** or **Member**.
- To add someone, select **Add member**. Add a member from within or outside your org:
  - To add someone in your org, type in the name of who you want. Then, select **Add**.
  - To add a guest, type in their email address. Select the pencil icon to add a display name for them. Then, select **Add**

### Manage channels

Go to the team name and select **More options** \*\*\* > **Manage team** ⚙️.

In the **Channels** tab, you can:

- Select **Add channel** to add new channels.
- Make channels visible for team members.

### Change team settings

Go to the team name and select **More options** \*\*\* > **Manage team** ⚙️.

From there, you can access your team **Settings** tab, which lets you:

- Add or change the team picture.
- Set member permissions (like allowing them to create, update, or delete channels and tabs).
- Allow @team or @[team name] mentions.

- Allow @channel or @[channel name] mentions.
- Set permissions for guests.
- Allow team members to send GIFs, emoji, and stickers.

## Manage and add Apps

Go to the team name and select **More options**  > **Manage team**  :

- In the **Apps** tab, you can install and manage the apps your team uses.

## Archive a team

1. Select **More channel options**  then **Your teams and channels**  at the top of the team list.
2. Navigate to your team and select **More options**  on the far right of the team name.

You have the option to:

- **Delete the team** to permanently delete it from your teams list along with all hosted channels, conversations, files, and the Microsoft 365 group for the team.
- **Archive team** to mark it as inactive while keeping the team's mailbox, site, and files.
- **Restore team** to restore an archived team.