# MICROSOFT TEAMS—Site Owner Guide

OWNERS VS MEMBERS

When it comes to setting up your Team, you'll need at least two people to be designated as the 'Owners'.

Site Owners are the people who have the ability to **invite other members** and **set up channels** for the Team. For all Unitec Teams, the Owners will be the Department Heads, Managers and you may also wish to nominate a Digital Champion from your Business Unit
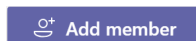
Your Team can have up to 2500 members. By default, every person in your business unit will be a member. You are also able to invite external guests. from outside your organisation if required.
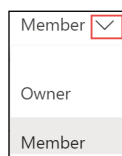
ADDING INTERNAL MEMBERS

1. Click on the 3 dots ... next to the Team name to Manage team.

TM - The Teams Project •••
General   ⚙ Manage team
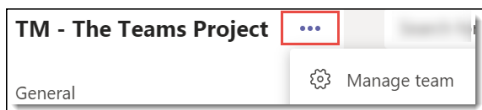
2. Click the top right button to Add Member

👤⁺ Add member

2. Type in the name of the people you wish to add.

3. Select whether your people are Owners or Members from the drop down arrow.

Member ⌄
Owner
Member

6. The new Owners/ Members will be automatically invited to the Team via email. When they next access Teams, they will see your Team icon and will have immediate access.

ADDING EXTERNAL GUESTS

There are times when you will need to collaborate with people from outside of the organisation. Follow the steps as per inviting Internal members but type in the external users email address in order to send them an email invitation to your Team site.

PLEASE NOTE: Any External Guest will have **full access** to the General Channel of your Team, as well as any other non-private channel in your Team. You may wish to invite your External Guest to a private channel but it is important to note that they will still **have access to any non-private channels** in your Team, including the General Channel.

Let your Guest know that in order to join your Team they will have to pass through a Multi-Factor Authentication process (MFA) when they initially click the link in their email. This is a similar experience that your bank may use when they confirm your identity either through a text or phone call. The instructions your Guest receives will take them through step by step. Should any issue arise, please contact: itsupport@unitec.ac.nz

CHANNELS:

Each Team is made up of Channels. A Channel called 'General' is displayed by default when a Team is created. Create other Channels dedicated to specific topics, departments or projects within your Team.
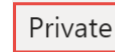
TO ADD CHANNELS

1. Click on the 3 dots ... next to the team name to Add channel.

2. Add a suitable name and optional description

3. Click Add

ADDING PRIVATE CHANNELS

Restrict access to a a specific group of people within the Team site by creating Private Channels

Follow instructions above but at Step 2, select "Private from the Privacy option from the drop down arrow. Click Next.

Privacy

Private ⌄

Type in the members names you would like to add to this channel. The Channel name will display a lock symbol.

Private Channel 🔒

Note: You can't make a channel 'private' retrospectively, you must designate the privacy setting at the time of creation.

To invite someone to a private channel, they must be part of the Team.