

Taming Teams

Who does what and what can they do?



Team Admin – may also be the Team owner

Settings –check external guest settings



Team owner

Set up team
Add channels
Add team members
Invite guests Guest



Member

Invited by Owner
Member of the same organisation



External Guest

Join Team
Attend meeting
Access files
Access Channels

Roles



ADMIN



OWNER



MEMBER



GUEST

Team Owner



Create team

Add Channels
Add file structure
Invite team members



Extras

Add tabs
Add apps
Add polls



Files

File Structure
Upload documents

Planning your Team

Who will you be working with

Do you know what policies your organisation has for guest members?

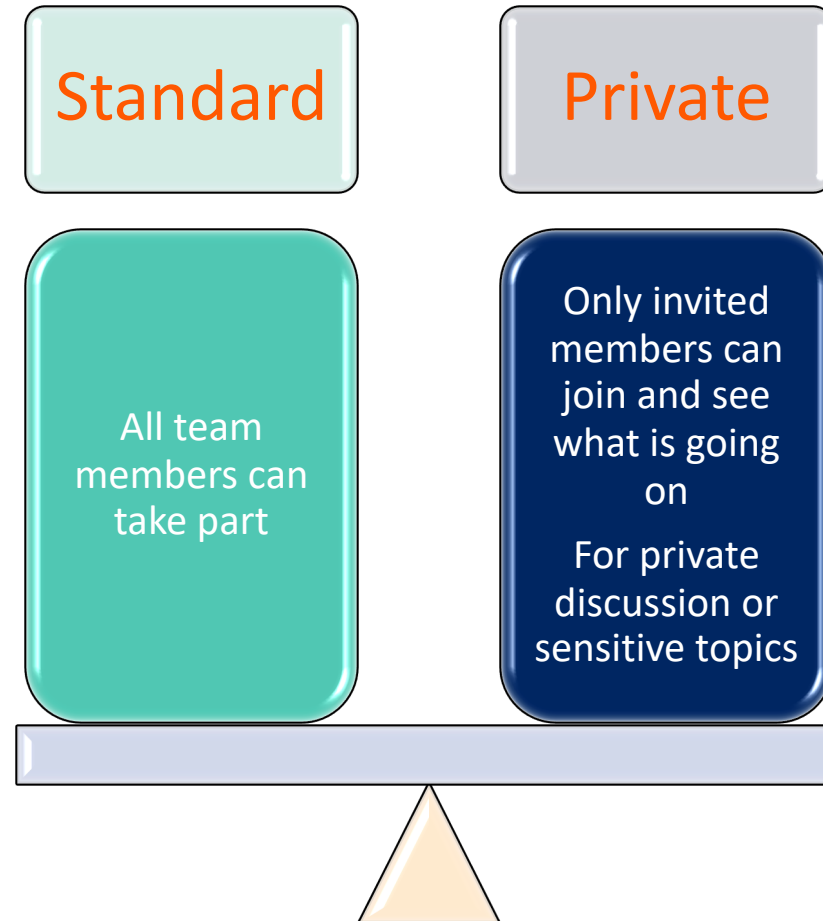
Do you need a new Team or just a New Channel?

Plan out the Channels

Do you need Private Channels?

What is a Private Channel?

Standard vs Private Channels



Enable Guest Access in Teams

Check all of these are done to be sure that Guest Access will work



Step 1: Turn on guest access at the Teams org-wide level



Step 2: Configure Azure AD business-to-business settings



Step 3: Configure Office 365 Groups



Step 4: Configure sharing in Office 365



Step 5: Verify sharing setting in SharePoint



Step 6: Set up guest user permissions