

Private teams in Microsoft Teams

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Keywords

private teams channels documentation manual

Solution (public)

Only Ghent University staff members can create teams, not students.

All documentation about teams in Microsoft Teams can be found at [1]First things to know about teams in Microsoft Teams (Microsoft).
 Some tips for administrators of a Microsoft Teams team
 Ghent University only uses private teams. Always designate two or three administrators (owners) for the team so that you are not dependent on one person. First, set up a large part of your team. Only then should you add members. Members are individuals with a Ghent University account. To do this, click on the three dots next to the name of the Team > Manage Team > Members > Add Member. Enter the name or UGent e-mail address of the UGent employee. Or add all members of your team (e.g. a department, division, etc.) at once via a [2]special group instead of adding everyone individually. A member of a team cannot add members themselves, but they can request to add members. All team owners will then receive an email when a member has submitted a request. An owner can accept or reject requests individually, or all requests at once.

Add [3]guests if necessary....

[1] <https://support.microsoft.com/en-us/office/first-things-to-know-about-teams-in-microsoft-teams-5e4fd702-85f5-48d7-ae14-98821a1f90d3>
 [2] <https://ugentbe.sharepoint.com/sites/M365Kennisplatform/SitePages/Machtigingen-groepen-in-SharePoint.aspx>
 [3] <https://otrsdict.ugent.be/znuny/public.pl?ItemID=977>

Symptom (public)

Problem (public)