

## 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/remove users, create channels, etc... A good practice is to maintain at least 2 owners per team to alleviate orphaned teams.

### MS Teams retention policy

All Microsoft Teams that remain dormant for six months qualify for deletion. Deleted Teams and content are kept in archive for 7 years. Activity is defined as chats, emails, documents, etc...

### MS Teams Naming Convention

A Microsoft Team name should represent how the Team will be utilized. It is also a good practice to include the purpose of the Team and the owners in the description field. All team names are unique and cannot be duplicated. It is against school policy to use names that may be considered vulgar, racist, or offensive in anyway.

### Source

**Microsoft:** <https://docs.microsoft.com/en-us/microsoftteams/teams-channels-overview> (Accessed: July 7, 2021)