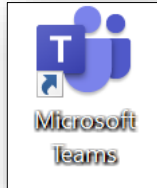


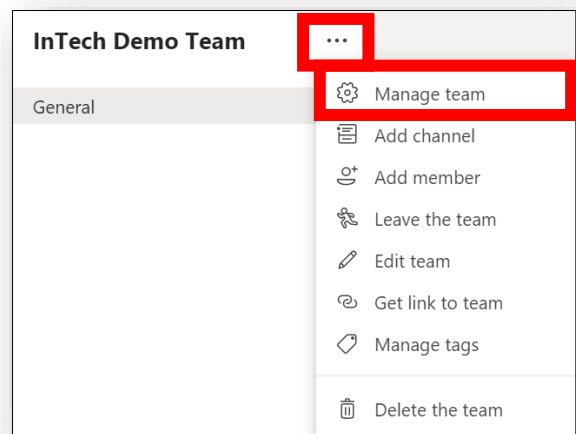
# How to Update Microsoft Teams Settings

These directions explain how to update settings in a Microsoft Team.

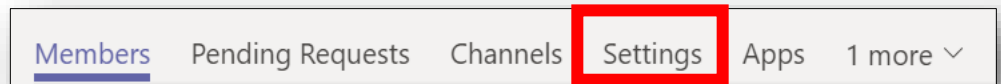
1. Open **Microsoft Teams**.



2. Locate the Team where you want to change the settings and select it.
3. Click on the **ellipsis**. Then click **Manage Team**.



4. Click **Settings**.



5. Select the type of **Setting** you wish to change, and the options will expand. Make your selections from the expanded list.

