

Microsoft Teams-Managing a Team (as an Owner)

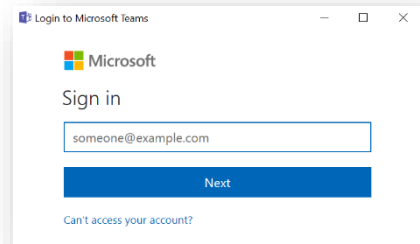
These directions will show you how to manage a team and make changes to settings.

Managing a Team

1. Open **Microsoft Teams**.



2. Log in with your **Office 365 account email**.
3. Click **Next**.
4. Log in with your **Office 365 account email and password**.
5. Click **Sign in**.



6. Hover over the name of the Team and select the **ellipses**.



7. This will populate a menu for you to control settings within your Team.
 - a. For more information on managing your Team, click here: [Team Member Roles and Permissions](#)

