



Information Technology

Microsoft Teams

Public and Private MS
Teams Security
User Manual



Public and Private MS Teams Security

Teams & Channels in Microsoft Teams

Each Team is dedicated to a specific department, group of people, or a project. Within each team is a number of channels. Channels are meant for discussing different topics related to a Team.

By default, all members of a team can create channels. A Standard Channel is open for all members and anything posted **is searchable and viewable by other team members**. If you need a smaller audience for a specific topic, you can create a Private Channel for your team.

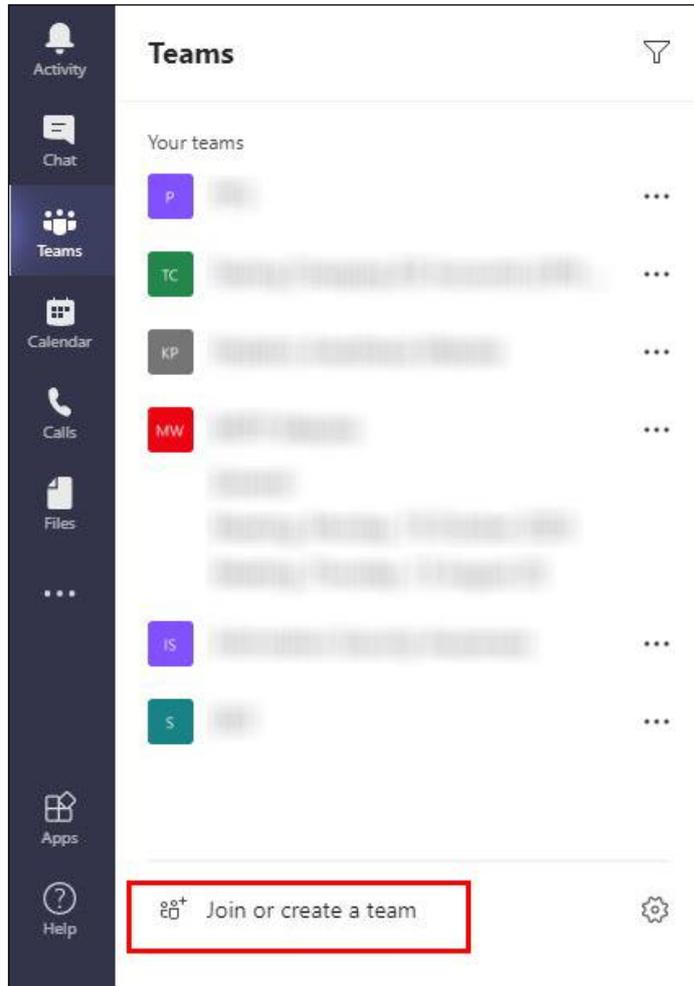
- Always use the “**Private**” option while creating new Teams in Microsoft Teams, to limit content access (recorded meeting, posts and files) only to those who are members of the newly created Teams. **If you choose to create a Public Team instead, then this team and all of its contents are visible to everyone in MNGHA.**
- **Do not** share **sensitive and classified data** across MS Teams or any other online/cloud storage.

○ Create a Private Team

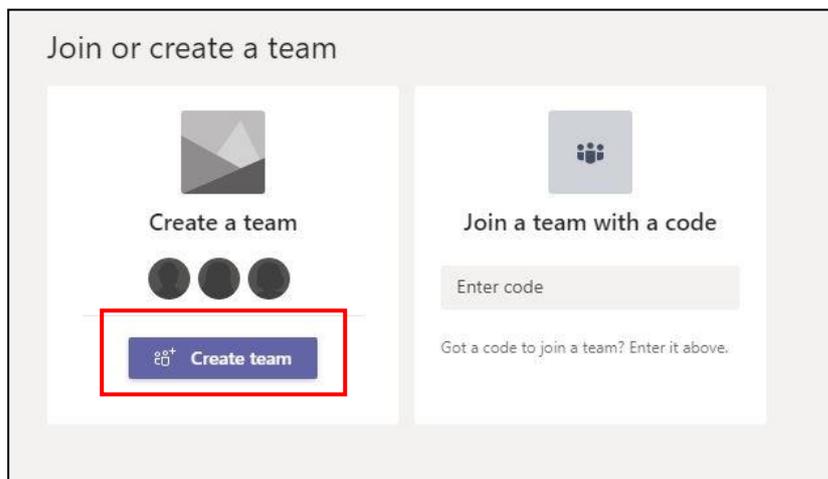
If you want a focused place to discuss sensitive information such as budgets, resourcing, strategic positioning and so on, create a Private Team for your team. Only owners or members of the Private Team can access it.

○ To Create a Private Team:

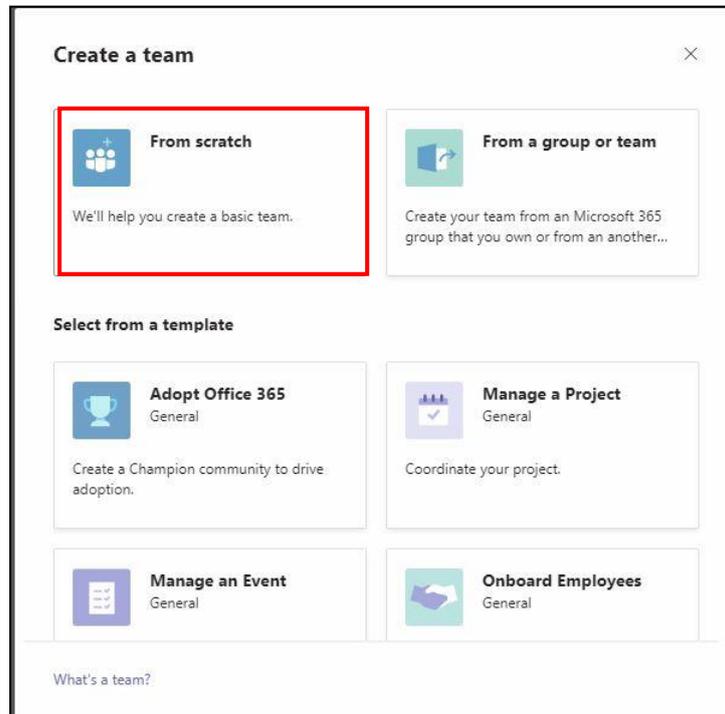
1. First, click Teams button on the left side of the APP, then click **Join or create a team**



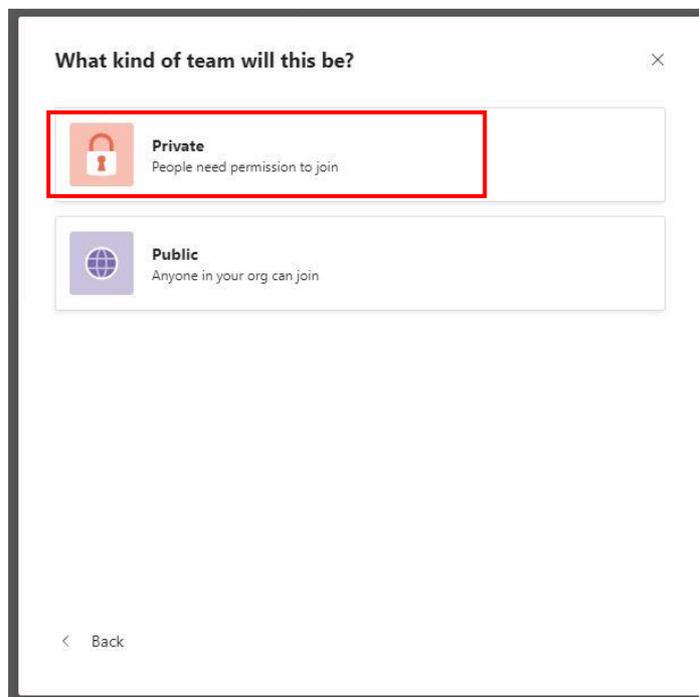
2. Then click Create team (first card, top left corner).



3. Choose Build a team **from scratch**.



4. To limit content and conversation to a specific set of people, choose **Private**.



5. Name your team and add an **optional** description.



Some quick details about your private team

Team name

Test

Description

Test

< Back Create

6. When you're done, click **Create**.

7. **Add members** to team.

Add members to Test

Start typing a name, distribution list, or security group to add to your team. You can also add people outside your organization as guests by typing their email addresses.

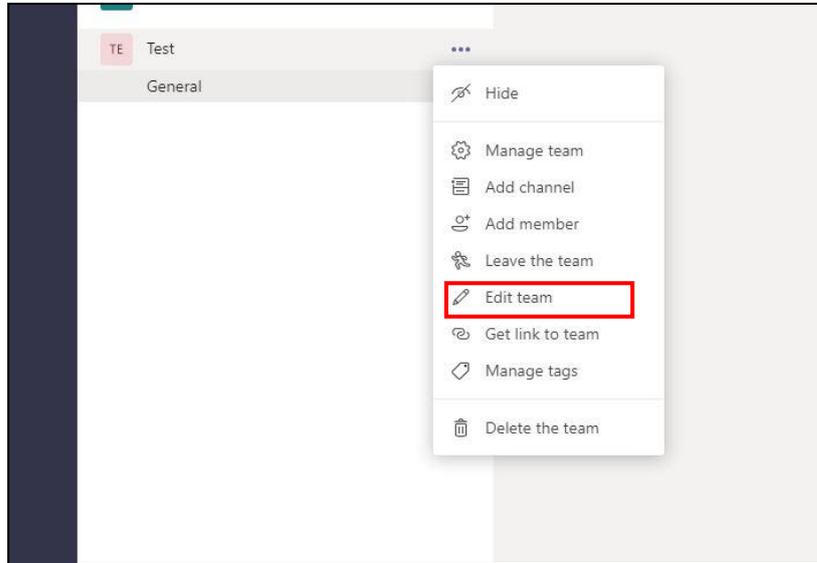
Start typing a name or group Add

Skip

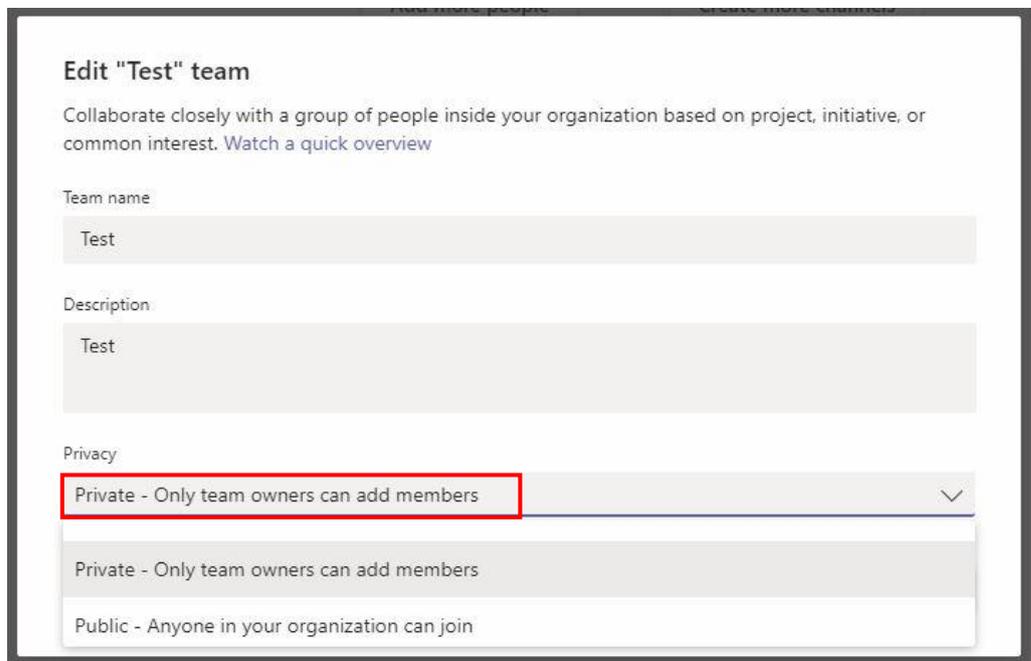


○ Convert a (Public) Team to a (Private) Team

1. Find the team name and click More options > Then click **Edit team**



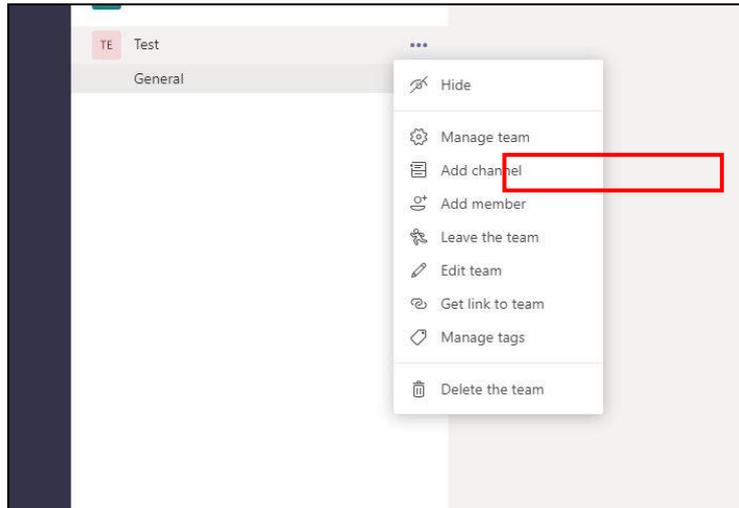
2. Under Privacy, select the down arrow on the right, and then select **Private – Accessible only to a specific group of people within the team.**





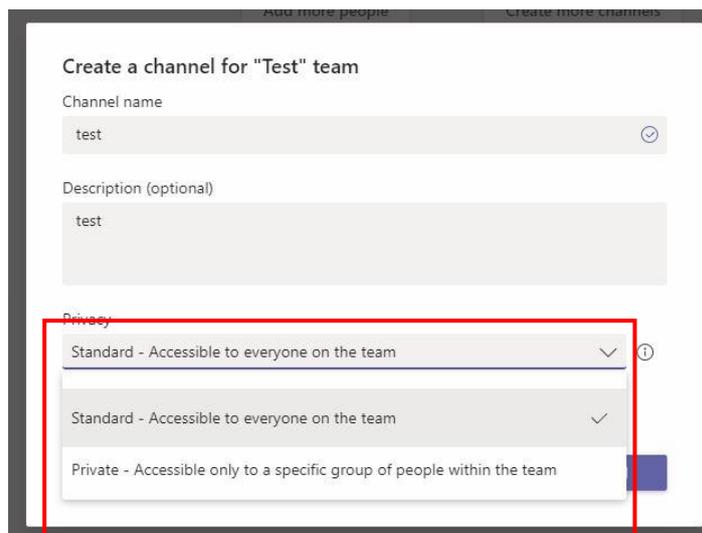
○ Create a Channel in your Team

1. Find the team name and click **More options**.
2. Choose **Add Channel**



3. Under **Privacy**

- Select **Private** – Accessible only to a specific group of people within the team for a **Private channel**
- Select **Standard** – Accessible to everyone on the team for a **public channel**.



4. When you're done, click **Add**.



5. Add members to Channel.

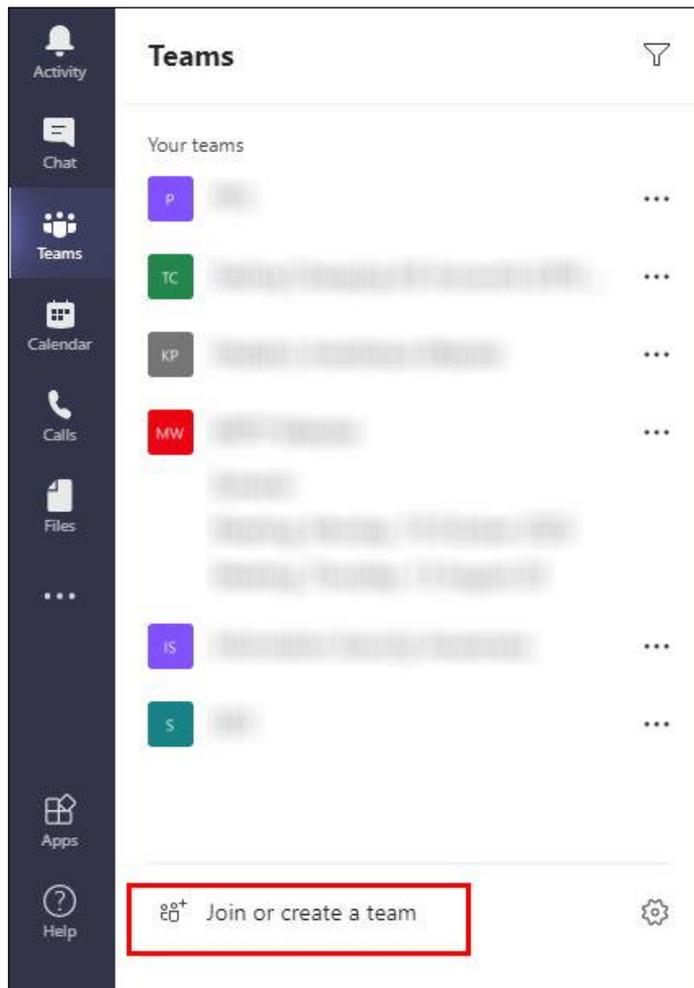
Add members to the test channel

This is a private channel, so only the people you add here will see it.

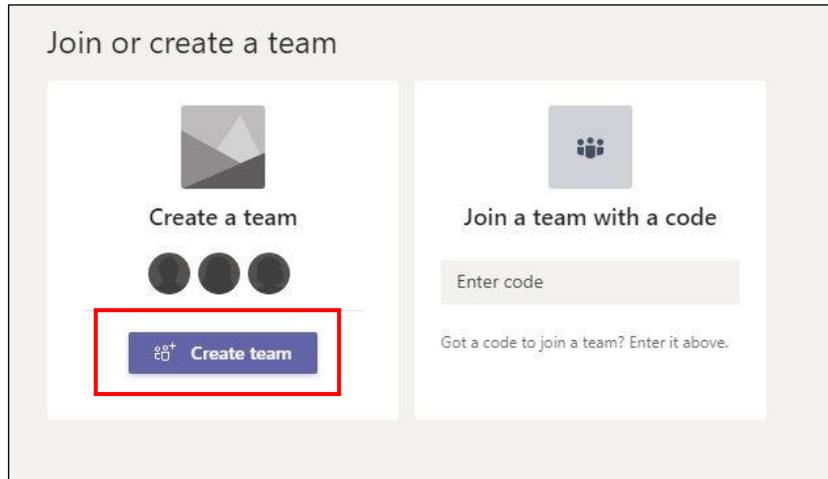


○ Create a Public Team

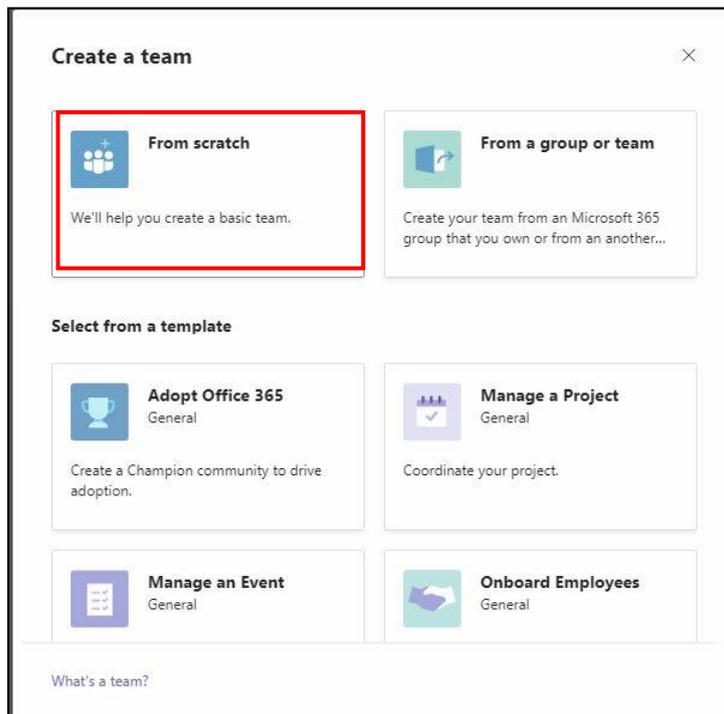
1. First, click Teams button on the left side of the app, then click **Join or create a team**



2. Then click **Create team** (first card, top left corner).



3. Choose **Build a team from scratch**.



4. To limit content and conversation to a specific set of people, choose **Public**.



What kind of team will this be? ×

 **Private**
People need permission to join

 **Public**
Anyone in your org can join

< Back

5. Name your team and add an optional description.

Some quick details about your private team ×

Team name

Test ✓

Description

Test

< Back Create

6. When you're done, click **Create**.



7. Add members to team.

Add members to Test

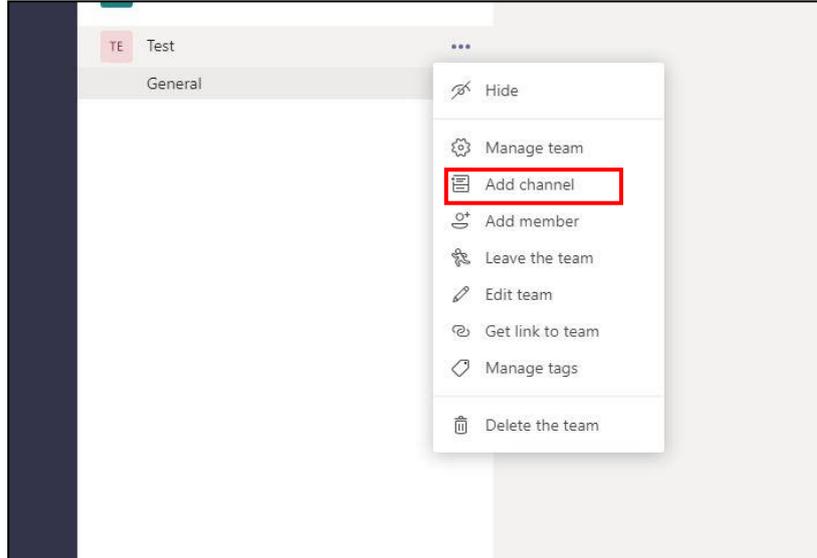
Start typing a name, distribution list, or security group to add to your team. You can also add people outside your organization as guests by typing their email addresses.

○ Create a Channel in your Team

1. Find the team name and click **More options**.

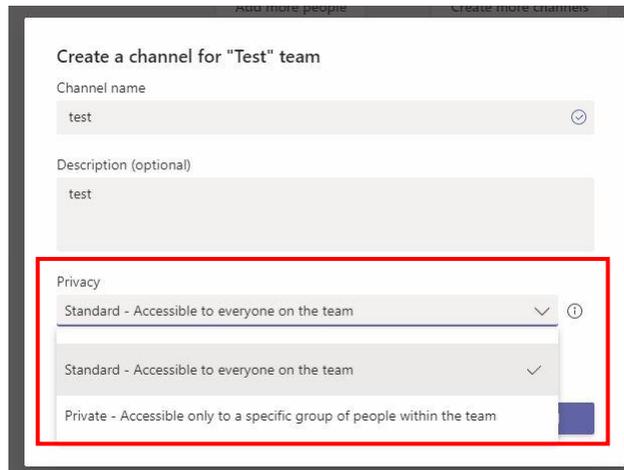


2. Choose **Add Channel**



3. Under **Privacy**

- Select **Private** – Accessible only to a specific group of people within the team for a **Private channel**
- Select **Standard** – Accessible to everyone on the team for a **public channel**.



4. When you're done, click **Add**.



5. Add members to Channel.

Add members to the test channel

This is a private channel, so only the people you add here will see it.