





# **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. <u>If you choose to create a Public Team instead, then</u> <u>this team and all of its contents are visible to everyone in MNGHA.</u>
- **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.

#### **o** To Create a Private Team:

 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).

	181
Create a team	Join a team with a code
	Enter code
ಕೆರೆ <sup>+</sup> Create team	Got a code to join a team? Enter it above.

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	$\odot$
Description	
Test	
	1

- 6. When you're done, click **Create**.
- 7. Add members to team.

art typing a name, distribution list, or security group to add t utside your organization as guests by typing their email addr	o your team. You can also add people esses.
Start typing a name or group	Add





### • 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.

Collaborate closely with a group of people inside your organization b common interest. Watch a quick overview	ased on project, initiative, or
Team name	
Test	
Description	
Test	
Privacy	
Private - Only team owners can add members	~
Private - Only team owners can add members	





#### **o** 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.**

Channel name	
test	$\odot$
Description (optional)	
test	
www. Standard - Accessible to everyone on the team	<u> </u>
Frively Standard - Accessible to everyone on the team Standard - Accessible to everyone on the team	~ ©

4. When you're done, click Add.





5. Add members to Channel.

nis is a private channel, so only the people you a	dd here will see it.
Start typing a name	Add
	Skip







#### • 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).





Join or create a team	
Create a team	Join a team with a code
	Enter code
ిం <sup>+</sup> Create team	Got a code to join a team? Enter it above.

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

	From a group or team
We'll help you create a basic team.	Create your team from an Microsoft 365 group that you own or from an another
lect from a template	Marrie Decisi
Adopt Office 365	General Manage a Project
Create a Champion community to drive adoption.	Coordinate your project.

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





	ind of team will this be? Private People need permission to join	×
•	<b>Public</b> Anyone in your org can join	

5. Name your team and add an optional description.

Some quick details about your private team	×
Team name	
Test	$\odot$
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 outside your organization as guests by typing their email addresses.	ı can also add people
Start typing a name or group	Add
	Skip

## • 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.**

Channel name		
test		$\odot$
Description (optional)		
test		
Privacy		
Privacy Standard - Accessible to everyone on the team	~	0
Privacy Standard - Accessible to everyone on the team Standard - Accessible to everyone on the team	~	1

4. When you're done, click Add.





5. Add members to Channel.

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Start typing a name	Add	