***Microsoft Teams***

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1. **Introduction**

Microsoft Teams has become an integral part of modern workplace collaboration, facilitating communication, file sharing, and project management within organizations. While Teams offers a robust set of features through its user interface, automating routine tasks can further streamline workflows and enhance productivity.

This PowerShell script serves as a practical guide to automating various tasks within Microsoft Teams. Whether you're a system administrator, a developer, or an enthusiast seeking to optimize your Teams experience, this scripts provide a foundation for automating common actions such as creating Teams, managing teams and channels, and retrieving information from Teams etc..

Before diving into the script, it's essential to ensure that you have the necessary prerequisites:

Install the MicrosoftTeams module

Ensure that you have appropriate permissions to perform the actions specified in the script

By automating routine tasks in Microsoft Teams, we can reduce manual effort, ensure consistency, and empower our team to focus on high-value activities.

**Different Categories in MicrosoftTeams Automations**

Object Management

Security & Compliance Management

End User Management

Reports

1. **Object Management**

**2.1 Bulk Teams Creation**

**Description**

Create Teams in Bulk using the input file in CSV Format

**Input**

DisplayName,Member,Owner,Sensitivity label,Access Type

**Output**

Script generates the output with the following fields - GroupName, Groupid, ExternalDirectoryObjectId, Member,Owner, Description

**Instructions to use the Script:**

1. As an Administrator, type PowerShell in the start menu. Right-click on Windows PowerShell, then select Run as Administrator. Click Yes at the UAC prompt.
2. Script will check and install the required Microsoft Teams module if it not installed already.
3. If you are prompted for an untrusted repository, then type A (Yes to All) and press Enter. The module will now install.
   * To connect to MicrosoftTeams provide the Global Administrator credentials or Teams Administrator credentials.
   * Script will get the details of created Teams
   * Exports details to an GroupsOutput.csv file



**2.2 Bulk Teams Deletion**

**Description**

Bulk Microsoft Teams Deletion  
**Input**

File Name: Deleteinput.csv

Parameter: GroupId   
**Output**

No output file

**Instructions to use the Script:**

1. As an Administrator, type PowerShell in the start menu. Right-click on Windows PowerShell, then select Run as Administrator. Click Yes at the UAC prompt.
2. Script will check and install the required Microsoft Teams module if it not installed already.
3. If you are prompted for an untrusted repository, then type A (Yes to All) and press Enter. The module will now install.
   * To connect to MicrosoftTeams provide the Global Administrator credentials or Teams Administrator credentials.



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| --- |
| **2.3 Policy Management -** **Adding policy to the Bulk user report**  **Description**  Assign the Teams policy to N no.of users, select the i/p value from the menu **Input**  File Name: policyassignment.csv  Parameters: UserPrincipalName, PolicyName in .csv file **Output:**  No output file, displays the get info.  **Instructions to use the Script:**   1. As an Administrator, type PowerShell in the start menu. Right-click on Windows PowerShell, then select Run as Administrator. Click Yes at the UAC prompt. 2. Script will check and install the required Microsoft Teams module if it not installed already. 3. If you are prompted for an untrusted repository, then type A (Yes to All) and press Enter. The module will now install.    * To connect to MicrosoftTeams provide the Global Administrator credentials or Teams Administrator credentials.    * Save the input file with name policyassignment.csv in current directory |

**5.1 Teams Environment Report**

**Description:**   
This Included several output options like All team’s report, specific teams report with owners, All teams with owner and member report, all channels report in org, all channel in specific Team and also member and owners report of any specific channel based on requirement.

This script will allow us to choose 7 menu options and the details are provided below.

**Input:**

Need to provide the TeamName to get the report of specific Team if you choose the input option 3 or 5  
ChannelName for input 8

**Output:**

1-->Teams Name, Team Type, Mail Nick Name, Description, Archived Status, Channel Count, Team Members Count, Team Owners Count  
2-->Teams Name,Member Name,Member Mail,Role  
3-->Member Name,Member Mail,Role  
4-->Teams Name,Owner Name,Owner Mail  
5-->Member Name,Member Mail  
6-->Teams Name,Channel Name,Membership Type,Description,Owners Count,Total Members Count  
7-->Teams Name,Channel Name,Membership Type,Description,Owners Count,Total Members Count

**Instructions to use the Script:**

1. As an Administrator, type PowerShell in the start menu. Right-click on Windows PowerShell, then select Run as Administrator. Click Yes at the UAC prompt.
2. Script will check and install the required Microsoft Teams module if it not installed already.
3. If you are prompted for an untrusted repository, then type A (Yes to All) and press Enter. The module will now install.
   * To connect to MicrosoftTeams provide the Global Administrator credentials or Teams Administrator credentials.
   * Script will get the details of ownerless Teams
   * Exports details to an TeamsWithoutOwnersReport.csv file



**5.2 Teams enabled with Platform environment report.**

**Description**

Returns information about one or more Power Apps environments where the calling user is an Environment Admin  
**Input**

Not Required  
**Output**

File Name: Powerapps.csv in current directory

EnvironmentName, DisplayName, CreationType, EnvironmentType, OrganizationId..etc

**Instructions to use the Script:**

1. As an Administrator, type PowerShell in the start menu. Right-click on Windows PowerShell, then select Run as Administrator. Click Yes at the UAC prompt.
2. Script will check and install the required Microsoft Teams module if it not installed already.
3. If you are prompted for an untrusted repository, then type A (Yes to All) and press Enter. The module will now install.
   * To connect to Microsoft.PowerApps.Administration.PowerShell provide the Global Administrator credentials or Teams Administrator credentials.
   * Script will get the Power Apps environments where the calling user is an Environment Admin  
     Exports details to an Powerapps.csv file



**5.3 User As Teams Owner**

**Description**

Script will provide the Teams details where user as the owner of a Team in your organization.

Scope of the automation: To know the ownership of Teams

**Input**

UserPrincipalName

**Output**

The script will export details of user as the owner of MicrosoftTeams in your tenant with following details to an output.csv file.

|  |  |  |
| --- | --- | --- |
| Team Owner | Team Displayname | Teamid |

A log file will be generated with exceptions, errors along with script execution time.

**Instructions to use the Script:**

1. As an Administrator, type PowerShell in the start menu. Right-click on Windows PowerShell, then select Run as Administrator. Click Yes at the UAC prompt.
2. Script will check and install the required Microsoft Teams module if it not installed already.
3. If you are prompted for an untrusted repository, then type A (Yes to All) and press Enter. The module will now install.
   * Script will prompt you for input user, provide the input to proceed.
   * To connect to MicrosoftTeams provide the Global Administrator credentials or Teams Administrator credentials.
   * Script will get the Teams details where user as the owner for the Team in your organization.
   * Exports details to an output.csv file

**Example**

User: dmx1@example.com

|  |  |  |
| --- | --- | --- |
| **Team Owner** | **Team Displayname** | **Teamid** |
| dmx1@example.com | HR | 208bfb7a-9d4c-xxxx-8677-18cc7fcxxxxx |
| dmx1@example.com | Accounts | 48ddcc0e-xxxx-4131-abf8-36axxxxx86ba |

**Parameters**

-UserPrincipalName

Specifies the user ID of the user to retrieve.

Type: String

Position: Named

Default value: None

Accept pipeline input: True

Accept wildcard characters: False



**5.4** **Team Owners and their account status Report**

**Description:**

This script collects information of all Teams and its owner details and validates if owner id is active or disabled.

**Input:**

Input file optional, provide .csv file with parameter Groupid if needed  
**Output:**

TeamGroupID, TeamDisplayName, TeamVisibility, IsTeamArchived, OwnerEmailAddress, IsOwnerActive  
  
Note: Need to connect AzureAD and teams to check the account status

**Instructions to use the Script:**

1. As an Administrator, type PowerShell in the start menu. Right-click on Windows PowerShell, then select Run as Administrator. Click Yes at the UAC prompt.
2. Script will check and install the required Microsoft Teams module if it not installed already.
3. If you are prompted for an untrusted repository, then type A (Yes to All) and press Enter. The module will now install.
   * To connect to MicrosoftTeams provide the Global Administrator credentials or Teams Administrator credentials.
   * Script will get the details of Team Owners and their account status Report.
   * Exports details to TeamsCustomReport.csv file



**5.5 MS Teams report based on location and owners**

**Description**

Script is to pull the report of Teams,Owner details. If Owner belongs to specfic domains

**Input**

Scripts exports and imports Teams details, have to mention the path location  
Need to specfiy the domains

**Output**

File name: Teams\_List\_Output1.csv

Team DisplayName,Team ID,Owners,User SMTP Address

**Instructions to use the Script:**

1. As an Administrator, type PowerShell in the start menu. Right-click on Windows PowerShell, then select Run as Administrator. Click Yes at the UAC prompt.
2. Script will check and install the required Microsoft Teams module if it not installed already.
3. If you are prompted for an untrusted repository, then type A (Yes to All) and press Enter. The module will now install.
   * Script will prompt you for input user, provide the input to proceed.
   * To connect to MicrosoftTeams provide the Global Administrator credentials or Teams Administrator credentials.
   * Script will get the Teams details where user as the owner for the Team in your organization.
   * Export the details to an Teams\_List\_Output1.csv file



**5.6 Orphaned Teams Report**

**Description**

An orphaned team is a team where no one can administer the team anymore.

**Input**

Not required

**Output:**

Team Name, Description, Member Count, Guest Count, Team Type, IsArchived, Group Id

**Example:**

A screenshot of a computer

Description automatically generated

**Instructions to use the Script:**

1. As an Administrator, type PowerShell in the start menu. Right-click on Windows PowerShell, then select Run as Administrator. Click Yes at the UAC prompt.
2. Script will check and install the required Microsoft Teams module if it not installed already.
3. If you are prompted for an untrusted repository, then type A (Yes to All) and press Enter. The module will now install.
   * To connect to MicrosoftTeams provide the Global Administrator credentials or Teams Administrator credentials.
   * Script will get the details of ownerless Teams
   * Exports details to an TeamsWithoutOwnersReport.csv file



**5.7 Find Teams with Guest Users added as a member**

**Description**

This is to identify the Teams where Guest users are added as a member

**Input**

Not required  
**Output:**

File name: msteam-guests.html saves in current directory

ExtUser, TeamName,GroupID

**Instructions to use the Script:**

1. As an Administrator, type PowerShell in the start menu. Right-click on Windows PowerShell, then select Run as Administrator. Click Yes at the UAC prompt.
2. Script will check and install the required Microsoft Teams module if it not installed already.
3. If you are prompted for an untrusted repository, then type A (Yes to All) and press Enter. The module will now install.
   * To connect to Exchange online and MicrosoftTeams provide the Global Administrator credentials or Teams Administrator credentials.
   * Script will get the details of ExtUser, TeamName, GroupID
   * Exports details to msteam-guests.html file



**5.8 Teams with SharePoint Online Site details**

**Description**

TeamsSPOsitedetails

**Input**

Not Required  
**Output**

File Name: TeamsSPOList.CSV

DisplayName,SharePointSiteURL,ManagedBy

**Instructions to use the Script:**

1. As an Administrator, type PowerShell in the start menu. Right-click on Windows PowerShell, then select Run as Administrator. Click Yes at the UAC prompt.
   * To connect to ExchangeOnlineManagement, provide the Global Administrator credentials or Teams Administrator credentials.
   * Script will get the details of DisplayName,SharePointSiteURL,ManagedBy
   * Exports details to TeamsSPOList.CSV file

