


Add a team administrator

10/02/2019 • 2 minutos para ler • Colaboradores 

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[Open Project Settings>Team Profile and add an administrator](#)

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It's always a good idea to have more than one person with administration permissions for an area. You need to be a team administrator to [Manage teams and configure team tools](#).

As a team administrator, you can configure, customize, and manage all team-related activities for your team. These include being able to add team members, add team admins, and configure Agile tools and team assets.

Prerequisites

- You must be a member of a project. If you don't have a project yet, [create one](#).
- You must be a [member of the Project Administrators group](#), or a team administrator for the team you want to update.

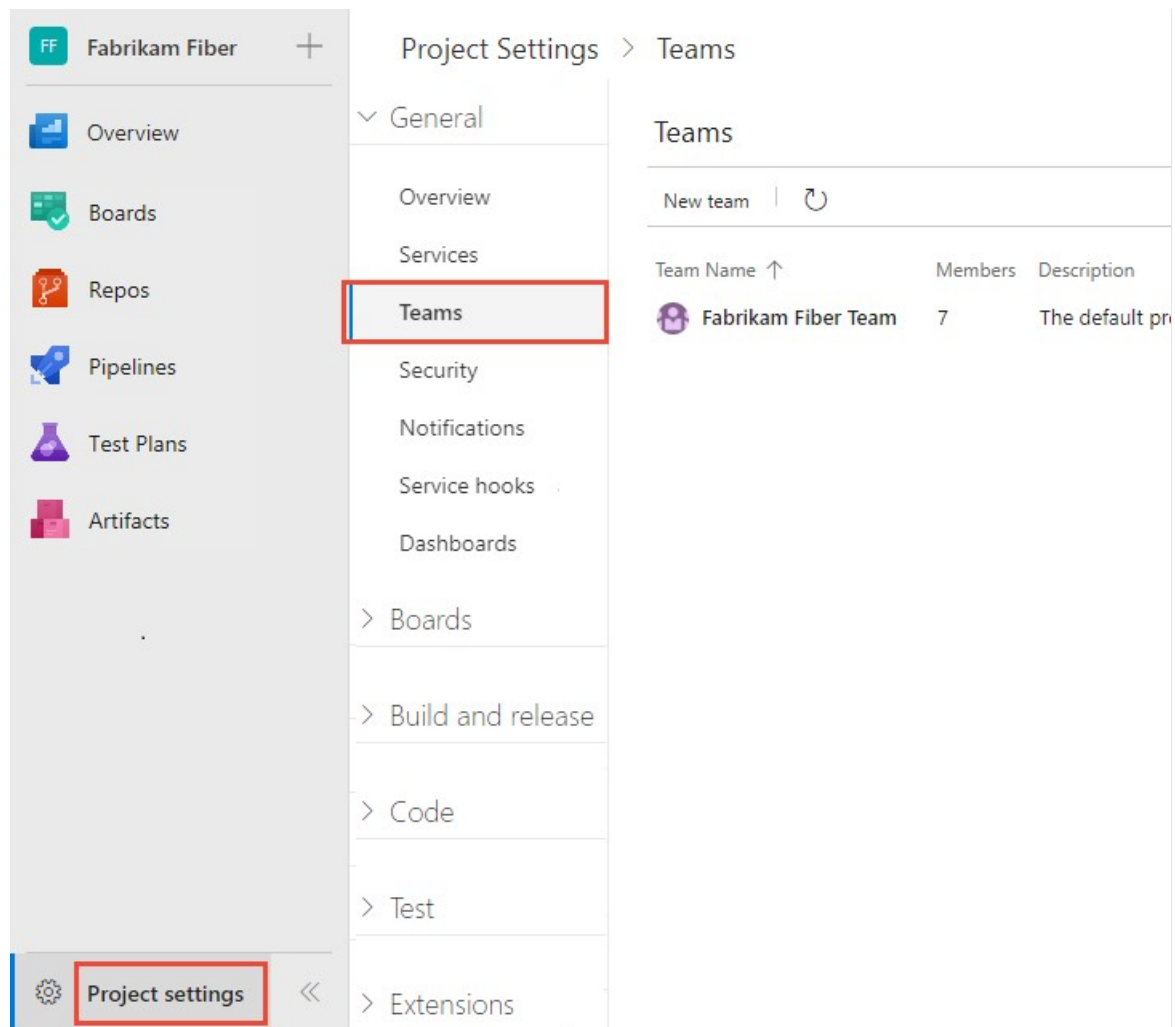
To get added as a team administrator, ask another team admin, the organization owner, or a member of the [Project Administrators group](#) to add you.

If you need to add a team, see [Add teams](#).

Open Project Settings>Team Profile and add an administrator


From the web portal, open the admin page for the team.

1. Choose **Project Settings** and choose **Teams**.



2. Choose the team to configure, and then choose the **Add** link to open the dialog for adding user identities.

Team Profile




Name

Email

Description

Enter a description

Administrators

Raisa Pokrovskaya 

+ Add

Manage other settings for this team



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Email

Members

 Add... 



Display Name	Username Or Scope	
 Raisa Pokrovskaya	fabrikamfiber5@hotmail.com	Remove

3. Enter the identities you want to add to the team administrator role.

Add Team Administrator

Email

To add a team administrator, just type their sign-in address or display name

Identities  Christie Church 

Use semicolons to separate multiple entries

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