GSD. MS Teams - How to Add and Remove Members to a Team in Microsoft Teams

Article ID: KB0039640
Created: 2024-12-19 14:03:23
Updated: 2024-12-19 14:03:23
Author: {'link': 'https://fmcnadev.service-now.com/api/now/table/sys_user/acaf843397d74958f7e3bb8fe153afe3', 'value': 'acaf843397d74958f7e3bb8fe153afe3'}
Category: {'link': 'https://fmcnadev.service-now.com/api/now/table/kb_category/67c11840c38a1a100acd33001501312a', 'value': '67c11840c38a1a100acd33001501312a'}

General Information:

Possible symptoms/errors:

How to Add and Remove Members to a Team in Microsoft Teams?

Alternative names of the system:

N/A

IMPORTANT NOTICE:

N/A

Solution:

Team owner can add new members of its team while team member can submit a request which the team owner can accept or deny.

Add or remove team members:

In the teams list, advise the user to go to the team name and to select More options > Manage team.User can manage these member settings:

To remove someone, user needs to select X to remove them.To change someone's role, instruct the user to select the dropdown arrow and to choose a role such as Owner or Member.To add someone, advise the user to select Add member. User can add a member from within or outside their organization:

To add someone in the user's organization, advise the user to type in the name of who they want to add, then to select Add.To add a guest, user needs to type in their email address. Instruct the user to select the pencil icon to add a display name for them, then to select Add

Assignment Group:

3rd Party e-mail address: One365Support@freseniusmedicalcare.com

Ticket Creation:

Template: N/ACategorization:

Configuration Item: N/ACategory: N/ASubcategory: N/A

Important Links:

N/A