

Quick Guide: Adding (external/internal) persons to a team in Microsoft Teams

For internal use only
Tools: Microsoft Teams for Education

Contents

1	Roles and responsibilities in Microsoft Teams	2
2	Add persons to a team	3
3	Differences when adding internal and external persons	5
4	Different views for different roles	5
5	Help	5

1 Roles and responsibilities in Microsoft Teams

There are three standard roles in Microsoft Teams:

- Owner
- Member
- Guest

Note: Make sure that you log in to Microsoft Teams using your FH user data in order to be able to use all your capabilities as an Owner or Member.

In addition to these three roles, there is also the next higher level: the Administrator. The roles have default permissions assigned to them – here are the most important ones.

Note: All permissions marked * can be changed by the team owner for his/her team.

Permission	Owner	Member	Guest
Create a team	No	No	No
Leave a team	Yes	Yes	Yes
Delete a team	No	No	No
Change team name and description	No	No	No
Add members to a team	Yes	No	No
Add a channel	Yes	Yes*	Yes*

Change channel name and description	Yes	Yes*	No
Delete channel	Yes	Yes*	Yes*
Add tabs	Yes	Yes*	No
Participate in a private chat	Yes	Yes	Yes
Participate in discussions	Yes	Yes	Yes
Initiate, delete, edit discussions	Yes	Yes	Yes
Share files	Yes	Yes	Yes

In addition to the above capabilities, the roles also have the following responsibilities:

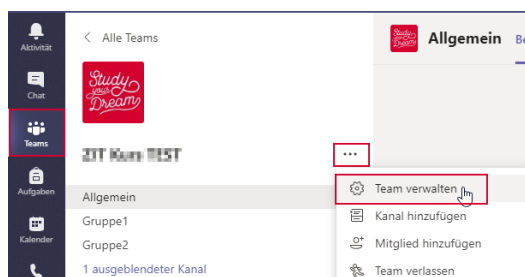
Role	Responsibilities
Owner	<ul style="list-style-type: none"> manages members and content creates channels and tabs
Member	<ul style="list-style-type: none"> participates in content
Guest	<ul style="list-style-type: none"> participates in content
Administrator	<ul style="list-style-type: none"> creates, manages and controls processes related to creating teams monitors security guidelines and internal rules makes decisions concerning capabilities and features clarifies ambiguities concerning collaboration

2 Add persons to a team

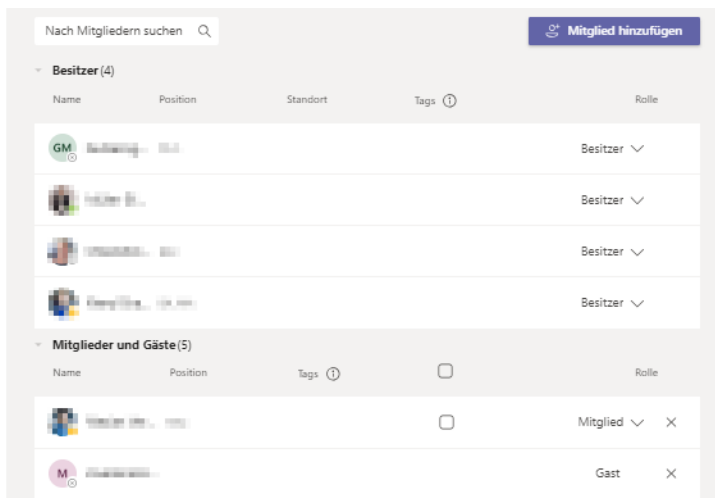
Permission: The Owner of a team may add external and internal persons to the team.

To add new team members, proceed as follows:

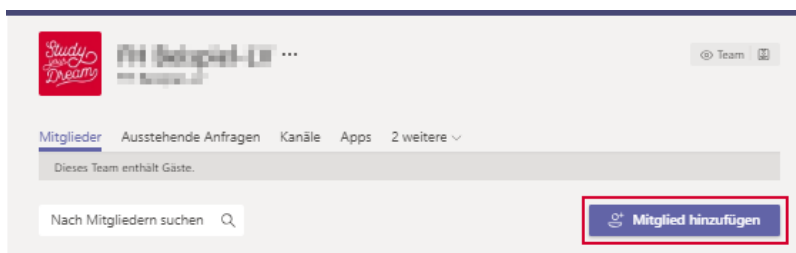
1. Click on the "⋮" symbol next to the team.
2. Click on "Manage team" („Team verwalten“).



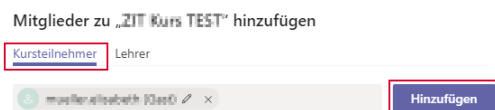
- You can now see the persons who are already members of the team.



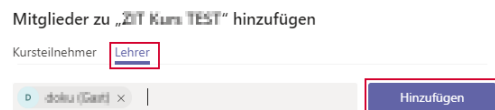
- Click on “Add member” („Mitglied hinzufügen“).



- Enter the email addresses of the students in the section “Course participants” („Kursteilnehmer“) and click “Add” („Hinzufügen“).



- Enter the email addresses of the lecturers in the section “Lecturers” („Lehrer“) and click “Add” („Hinzufügen“).



- Once you have added all your team members click “Close” („Schließen“).



- Students always have the role of Member. All lecturers are assigned the role of Owner.

9. The added team members will receive information by email.



3 Differences when adding internal and external persons

Internal persons:

- Persons who belong to FH JOANNEUM will be suggested automatically after typing the first few letters of the name.
- When adding a person to a course team the role will be assigned as follows: course participants are always members, lecturers are always owners of the team.
- When adding a person to a project team the roles will be assigned explicitly.

External persons

- When adding an external person to a team the email address must be entered in full.
- External persons are automatically assigned the role of Guest.

4 Different views for different roles

The views of Microsoft Teams vary depending on the role assigned. Guests have only access to restricted features, e.g. they cannot use the chat during a meeting.

5 Help

Our Helpdesk will be available to answer any questions you may have. Please send your questions to helpdesk@fh-joanneum.at.

The following pages provide comprehensive tutorials and videos on Microsoft Teams:

- <https://download.fh-joanneum.at>
- <https://support.office.com/de-de/office-training-center/teams-tips>
- <https://support.office.com/de-de/teams>