Assigning team owners and members in Teams

Within a team in Microsoft Teams there are two user roles: **owner** and **member**.

By default, a user who creates a new team is granted the owner status. In addition, owners and members can have moderator capabilities for a channel if moderation has been set up.

The table below shows the difference in permissions between an owner and a member.

Task	Team Owner	Team Member
Create team	Yes (see note 1)	No
Leave team	Yes	Yes
Edit team name/description	Yes	No
Delete team	Yes	No
Add standard channel	Yes	Yes (see note 2)
Edit standard channel name/description	Yes	Yes (see note 2)
Delete standard channel	Yes	Yes (see note 2)
*Add private channel	Yes	Yes (see note 2)
*Edit private channel name/description	No	N/A
*Delete private channel	Yes	No
Add members	Yes (see note 3)	No (see note 4)
Request to add members	N/A	Yes (see note 5)
Add apps	Yes	Yes (see note 2)

Notes:

1 - Team owners can create teams unless they've been restricted by Barnardo's.

2 - An owner can turn off these functions at the team level, in which case members would not have access to them.

3 - After adding a member to a team, an owner can also promote a member to owner status. It is also possible for an owner to demote their own status to a member.
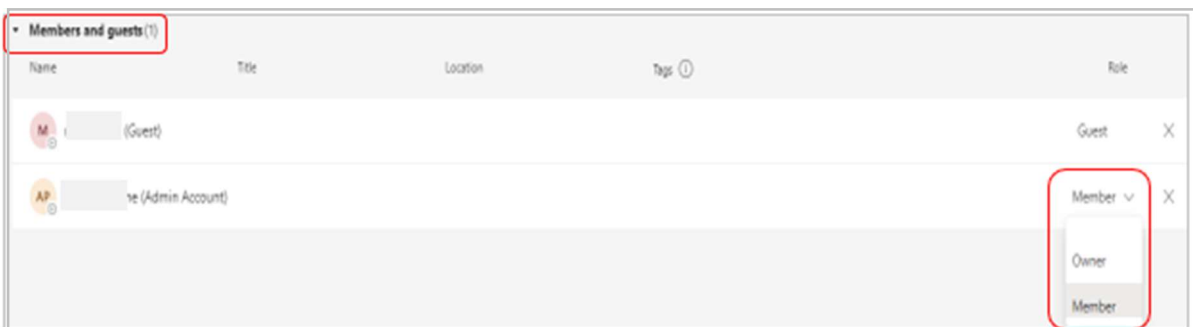
4 - Team members can add other members to a public team.

5 - While a team member can't add other members to a private team, they can request someone to be added to a team. When a member requests someone to be added to a team, team owners receive an alert that they have a pending request that they can accept or deny.

*To learn more about permissions for private channels, see [Private channels in Teams](#).

Owners

A team can have up to 100 owners; owners can make other members owners in 'Manage Team' option.
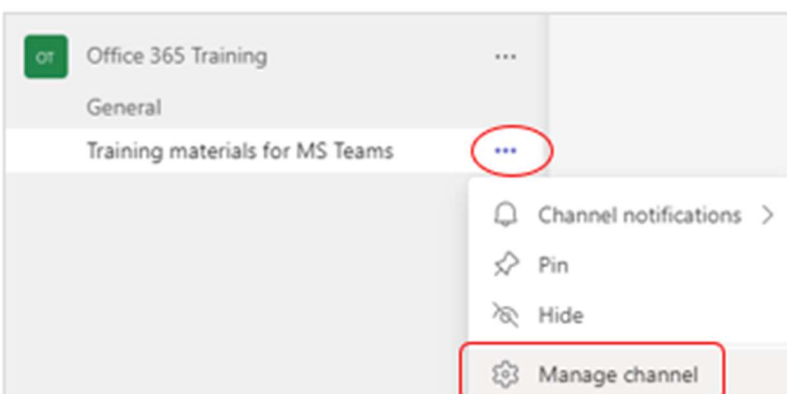

We recommend that you have at least a few owners to help manage the team; this will also prevent 'orphaned' groups if a sole owner leaves Barnardo's.

Moderator capabilities

In addition to other capabilities, team owners and members can have moderator capabilities for a channel if moderation is turned on for a team.
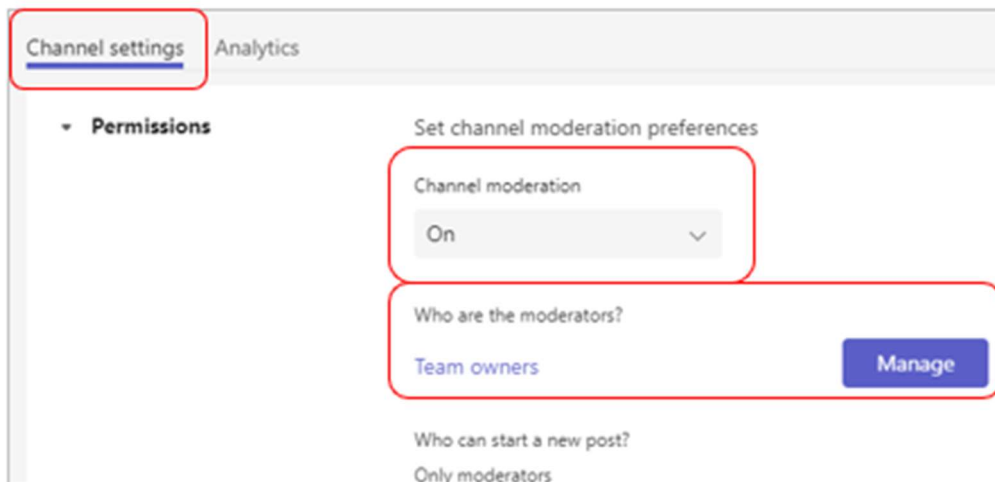
Moderators can start new posts in a channel and control whether team members can reply to existing channel messages.

Moderator capabilities are assigned at channel level using the Manage Channel option. This means that each channel can have its own moderators.
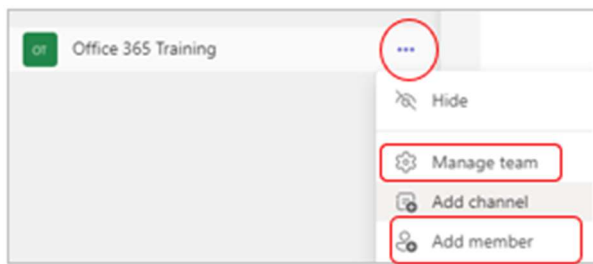

Team owners have moderator capabilities by default.

Team members **do not** have moderator capabilities by default, but a team owner can give moderator capabilities to any member for a channel. Moderators within a channel can add and remove other moderators within that channel.
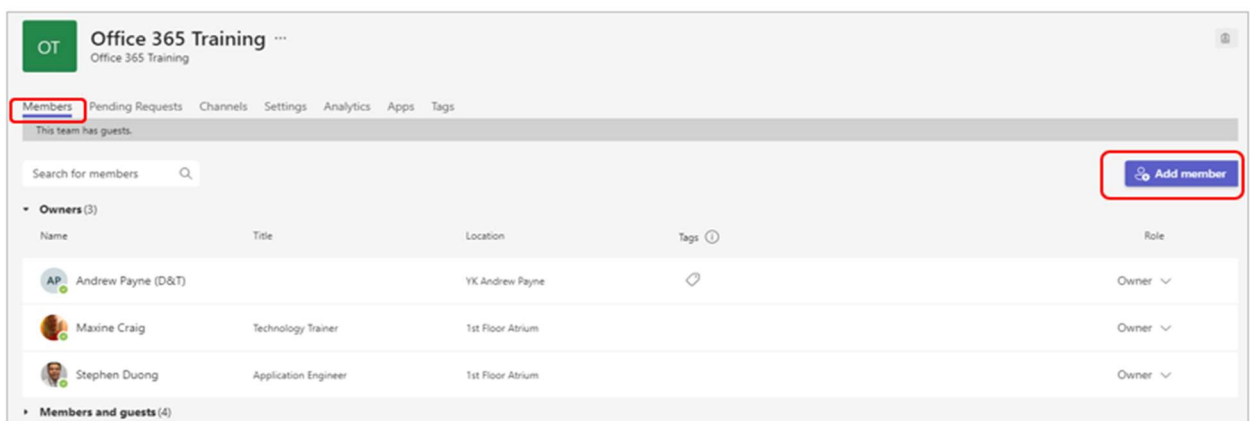
Assign a user role

To assign a user role in Teams, select the team name, click the ellipsis, and select 'Manage team' or the 'Add Member' option.

If you select 'Manage team', on the Members tab, you can use the 'Add member' blue button and choose owners and moderators (if you have sufficient permissions).

You can also use the 'Add member' command to get straight to the box for adding a member.