

## Microsoft Teams Owner Responsibilities

*As a Team Owner, you are accountable for ensuring the Team is used safely and in line with best practices. Please read the below guidance and keep this in mind whilst managing your Team.*

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**Manage Membership** – Review team membership regularly and add or remove external guests, members or owners as and when required.

**Accountability for External Guests** – You can add team members who are not within Brunel University, but you are responsible for ensuring that they do not have access to any sensitive information they should not see e.g. university confidential data. You are also responsible for removing them from the team when their involvement has ended or the project has closed.

**Make sure you're not the only team owner** – There should always be a minimum of 2 team owners per team for contingency. If you are leaving Brunel ensure you have arranged and added a replacement Team Owner for your sites before you leave.

**Create private channels for sensitive data** – If there are files or conversations that only specific people within the team should see, you will need to create a private channel and add only those team members who should be involved (other members won't even see it on their channels list). Please ask members of the private channel to check they are in the correct channel before posting content.

**Be mindful of Files added to your Team or Group Chat** – Files appear in a channel or chat history if they are attached to a post or uploaded directly to the Files tab. Regularly review the files in your Team or chat history to ensure that sensitive data is not being added for all the Team to see (unless this is appropriate). We also recommend that folders are shared instead of files, as this makes permissions management easier.

**Recording Meetings (if required)** – If you record a meeting, you must notify all meeting attendees verbally beforehand. All attendees will then see a pop-up to flag that the meeting is being recorded. Recordings will be added to Stream for you to share if required – again, please ensure these videos are shared safely and deleted when no longer required.

**Manage Files and Records** – Many of the files created and shared in your Team will only be needed short-term, however some may need to be retained for longer in order to meet the University's operational, fiscal or legal requirements. If you are unsure whether the files in your Team need to be retained, deleted or transferred to the University's Archive please check the [University Retention Schedules](#) or contact [archivesandrecords@brunel.ac.uk](mailto:archivesandrecords@brunel.ac.uk)

**Chats and Channel Posts** – Any key discussions or decisions made in chat messages or channel posts should be confirmed in an email or minutes outside of Teams (as with verbal conversations) by referring to or screenshotting the messages in Teams.

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### **Tips to get the most out of your Team...**

- Add a logo to your team to bring it to life.
- Ask team members to keep their 'presence' updated.
- Manage requests to join your team as quickly as you can.
- Monitor team engagement via the Analytics tab.
- Ensure you share useful tips and best practice with your team, especially relating to data protection, retention and privacy.
- Check [BUL's Microsoft 365 Training site](#) for useful tutorials and guidance docs.