

Manage Team Settings

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To manage your Teams configuration, you will need to access the Teams Admin Center.

The Teams Admin Center replaces much of the Skype for Business Admin Center (now known as the Legacy Portal).

You will need to have the Teams Service Administrator role to manage your Teams configuration.

Manage Team Members

When a Team is created, it will create an accompanying Office 365 Group.

You can edit the members of the group in the Microsoft 365 Admin Center

Manage Team Settings

You can disable some options for users within a Team from the Teams Admin Center. This includes preventing users from editing or removing messages they have sent.

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1. Log into your Teams Admin Center at <https://admin.teams.microsoft.com>
 2. Go to **'Teams > 'Manage Teams'**

3. Select the team and press **Edit**
4. Edit the required settings and press **Apply**