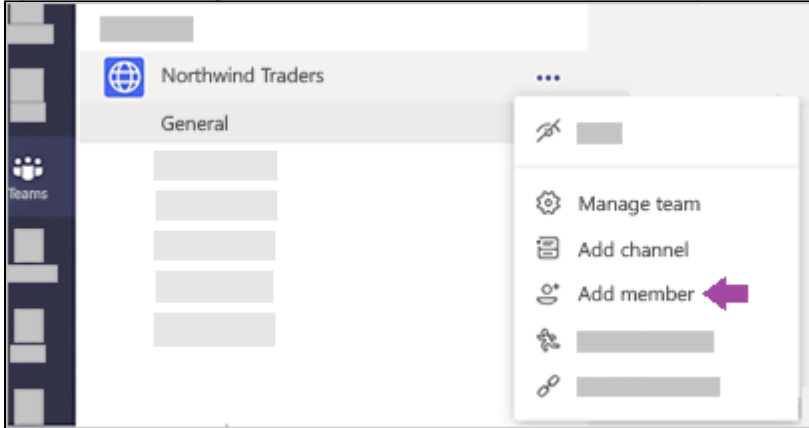


Managing Members of a Team

Only a Team owner can add/remove members. Members can submit a request which will go to the owner for approval.

To add members to a team:

1. If you're a team owner, go to the team name in the teams list and click **More options** **...** > **Add member**.



2. Start typing a name, distribution list, security group, or Microsoft 365 group to add to your team.
3. When you're done adding members, select **Add**. Fyi, you can make someone a team owner by selecting the down arrow next to the word **Member**. There can be multiple owners in a team.
4. Select **Close**. People you add to a team will receive an email letting them know they are now a member of your team and the team will show up in their teams list.

To remove members from a team:

1. Go to the team name and then click **More options** **...** > **Manage team** > **Members**.
2. From your team member list, click the **X** to the far right of the name of the person you'd like to remove.
 - a. To remove another team owner, first change their role from owner to member, then remove them.
3. Once you remove someone from a team, you can always use **Add member** to add them back to the team later on.