

Microsoft Teams Guide for Owners

For a guide on managing your Team as an Owner visit [Microsoft Teams Go-to Guide for Owners](#)

Team owners manage certain settings for the team. They add and remove members, change team settings, change permissions, archive a team, and handle administrative tasks. There can be multiple owners in a team.

See the chart below for the difference between an owner and a member.

Capability	Owner	Member
Create a channel	✓	✓
Participate in a private chat	✓	✓
Participate in a channel conversation	✓	✓
Share a channel file	✓	✓
Share a chat file	✓	✓
Add apps (such as tabs, bots, or connectors)	✓	✓
Create a team	✓	✓
Delete or edit posted messages	✓	✓
Discover and join public teams	✓	✓
View org chart	✓	✓
Add or remove members and guests	✓	
Edit or delete a team	✓	
Set team permissions for channels, tabs, and connectors	✓	
Change the team picture	✓	
Add guests to a team	✓	
Auto-show channels for the whole team	✓	
Control @[team name] mentions	✓	
Allow @channel or @[channel name] mentions	✓	
Allow usage of emoji, GIFs, and memes	✓	
Renew a team	✓	
Archive or restore a team	✓	

- [Managing Members of a Team](#)
- [Managing Team Settings](#)