

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

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