

# Microsoft Teams

Quick Sheet – Getting started using Teams



## Managing your Team

Use this feature to see a list of your Team members as well as to add or delete members.

**Select Manage Teams**

**Click to Add a member**

**Members appear here**

**Select a Members to remove from the Team**

Owners (1)			
Name	Title	Location	Role
HA Hester Alleyne	IT Trainer	Technology & Learnin...	Owner

Members and guests (5)			
Name	Title	Location	Role
Jasvir Tattal	Technical Services Engi...	Technical Support Serv...	Member
Mohammed Iqbal	Senior Engineer	Technology & Learnin...	Member
PA Paul Arnold	IT Project Manager	Technology & Learnin...	Member
contact (Guest)			Guest
BS Bertie Savan	Head of IT	Technology & Learnin...	Member

You can learn more from our series of HLT Microsoft Teams Quick Sheets.  
For customised training & support email: [ittraining@learningtrust.co.uk](mailto:ittraining@learningtrust.co.uk)