Microsoft Teams at DFO

TEAM OWNER, MEMBER & GUEST CAPABILITIES

* **Owners** manage certain settings for the team. They add/remove members, add guests, change team settings, and handle administrative tasks. There can be multiple owners on a team.
* **Members** are the people on the team. They can communicate and collaborate with other team members in conversations, as well as view and edit files (when permitted[[1]](#footnote-1)).
* **Guests**are people from outside of your organization that a team owner invites, for example consultants. Guests have fewer capabilities than team owners or members.

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| **FUNCTION** | **OWNER**  | **MEMBER**  | **GUEST**  |
| **Create a team (system admins only – to have a team created contact** **DFO.IMTS.DWS-SEN.GIST.MPO@dfo-mpo.gc.ca** **or** [**submit an Ticket to the IT Service Desk**](http://assystselfservice.ent.dfo-mpo.ca/assystnet/application/assystNET.jsp#id=274;name=Request%20a%20new%20Team%20in%20MS%20Teams;type=10) **IT Service Catalog → 10. Conferencing and Collaboration → Request a new team in MS Teams)**  | ✘  | ✘  | ✘  |
| **Create a channel[[2]](#footnote-2)** | ✔  | ✔  | ✔  |
| **Create a private channel[[3]](#footnote-3)** | ✔  | ✔  | ✘  |
| **Participate in a private chat**  | ✔  | ✔  | ✔  |
| **Participate in a channel conversation[[4]](#footnote-4)** | ✔  | ✔  | ✔  |
| **Share a channel file**  | ✔  | ✔  | ✔  |
| **Share a chat file**  | ✔  | ✔  |  ✘  |
| **Add apps (tabs or connectors)[[5]](#footnote-5)** | ✔  | ✔  |  ✘  |
| **Edit posts[[6]](#footnote-6)** | ✔  | ✔  | ✔  |
| **Delete posts[[7]](#footnote-7)** | ✔  | ✔  | ✘  |
| **Discover and join public teams**  | ✔  | ✔  | ✘  |
| **View org chart**  | ✔  | ✔  | ✘  |
| **Add/remove members and guests**  | ✔  |  ✘  | ✘  |
| **Delete/archive a team (system admins only – to have a team deleted/archived contact** **DFO.IMTS.DWS-SEN.GIST.MPO@dfo-mpo.gc.ca****)**  | ✘  |  ✘  | ✘   |
| **Set team permissions for channels, tabs, and connectors**  | ✔  |  ✘   | ✘   |
| **Set member and guest permissions** | ✔  |  ✘   | ✘   |
| **Generate a team code** | ✔  |  ✘   | ✘   |
| **Change team picture**  | ✔  |  ✘   | ✘   |
| **Auto-show channels for the whole team**  | ✔  | ✘  | ✘  |
| **Control @[team name] mentions**  | ✔  | ✘  | ✘  |
| **Allow usage of emoji, GIFs, and memes**  | ✔  | ✘  | ✘  |
| **Renew a team[[8]](#footnote-8)** | ✔  | ✘  | ✘   |
| **Restore a team (system admins only – to have a team restored contact** **DFO.IMTS.DWS-SEN.GIST.MPO@dfo-mpo.gc.ca****)**  | ✘  | ✘  | ✘  |

DFO RESTRICTIONS

* **Creating/deleting teams** – will be restricted to system admins only
* **3rd party apps** – not permissible unless requested/approved by IT Security
* **Bots/Connectors** – not currently supported
* **Live events** – not currently supported
* **Meetings** – not fully integrated because the Department of Fisheries and Oceans (DFO) is currently running on the Exchange 2010 server, which is not fully supported by Microsoft Teams, what this means is:
	1. Users can have meetings over Teams with screen sharing and audio
	2. Users can schedule meetings over Teams in Outlook or make on-the-spot calls over Teams
	3. Users cannot *schedule* meetings in Teams, only in Outlook
	4. Users do not have the Meeting app icon/cannot embed meetings within a team calendar
	5. Users will be able to record meetings only if the host of the meeting is within our tenant (i.e. meeting organizer is within DFO)
	6. Meeting transcription services are currently supported in the USA and not supported in French
	7. Meeting delegation feature has not been added by Microsoft – they are working on its implementation over all Exchange servers
	+ **NOTE**: DFO will be transitioning to Exchange 2016 CU3 Hybrid in June 2020 which will address items 3, 4, and 7 listed above and result in improved Meetings integration and functionalities
* **Video conferencing** – given the current state of emergency, video conferencing has NOT been implemented for Teams accounts in order to minimize risk to the network
	+ If you **ABSOLUTELY REQUIRE** immediate video conferencing access due to reasons such as **ACCESSIBILITY** please contact the **Corporate & Web Solutions team** at DFO.IMTS.DWS-SEN.GIST.MPO@dfo-mpo.gc.ca
	+ Upon resuming regular operational activities, video conferencing will be made available for those who already have video conferencing access/licensing (an enterprise license) in Skype for Business
	+ Upon resuming regular operational activities, those without access can request video conferencing access via IT Service Desk request
* **Telephone conference numbers** – are not included with your standard Microsoft Teams license
	+ Can be requested as a new Software Procurement item (additional fee of $5/month per license)
* **File Sharing & Accessibility** – differs depending on the type of user receiving the file and how the file is shared
	+ Members can send files to other members within our tenant (i.e. within DFO) over chat
	+ Members cannot share files with external guests over chat – they must post the file in a channel that the guest belongs to and best practice is to @mention the guest in the post
	+ Files shared over chats are synced and saved to the sender’s OneDrive folder
	+ Files shared in channels or teams are synced and saved to the team’s SharePoint site
	+ Files can be edited/co-authored within the Teams application and all changes will sync and save in the corresponding OneDrive folder (for files shared over chat) or SharePoint site (for files shared over channels or teams)
	+ Files in Teams that are opened in the web browser version of the application (Word, Excel, PowerPoint, etc.) can be edited/co-authored and all changes will sync and save in the corresponding OneDrive folder (for files shared over chat) or SharePoint site (for files shared over channels or teams)
	+ **Files in Teams that are opened in the desktop client of the application (Word, Excel, PowerPoint, etc.) can not be co-edited/-authored and changes WILL NOT sync or save automatically**
1. File permissions for members and guests reflect the settings established in SharePoint. These can only be changed by system admins/team owners. [↑](#footnote-ref-1)
2. This permission can be altered/restricted by team owners. [↑](#footnote-ref-2)
3. This permission can be altered/restricted by team owners. [↑](#footnote-ref-3)
4. This permission can be altered/restricted by team owners. [↑](#footnote-ref-4)
5. This permission can be altered/restricted by team owners. [↑](#footnote-ref-5)
6. This permission can be altered/restricted by team owners. [↑](#footnote-ref-6)
7. This permission can be altered/restricted by team owners. [↑](#footnote-ref-7)
8. Can only be done within 30 days of Team deletion/expiration. After 30 days, can only be done by system admins. [↑](#footnote-ref-8)