

Policy Type: Administrative

Applies to: Faculty, staff, student employees, students, volunteers, and approved third-party vendors.

## **POLICY DATES**

Issued: 2016

Revised: 2/22/2024

Edited by: Tina Stuchell

Reviewed: 2/22/2024

Policy for Managing Team Sites in MS Teams

## **Definitions**

<b>Term</b>	<b>Definition</b>
MS Team Site	Collaboration Team site in Microsoft Teams part of MS Office 365 MS = Microsoft.
Owner	Team Site Owner
Administrator	Administrator of a MS Team Site. There should be two administrators/owners of each site for backup purposes.
MS Office365	Microsoft online subscription services with applications, file storage and collaboration.

## **Policy Details**

### **Microsoft Team Sites within MS Teams**

Microsoft Teams is a team collaboration application developed by Microsoft as part of the Microsoft 365 family of products, offering workspace chat and video conferencing, file storage, and team sites.

Team Sites within MS Teams are a collaborative area where documents, calendars and other shared content can be housed and shared in a more organized fashion. Housing these sites in MS Teams provides an environment that is more conducive to collaboration than MS One Drive and other means of sharing files and information. There are also places for discussion boards, a team calendar and various other useful functions. Microsoft Teams is the hub for teamwork. It allows for collaboration, chat, calls, meetings, and so much more. A Teams connected site is created automatically when you create a team. A team is a place in MS Teams where you can invite others to collaborate. Each team is connected to one or more SharePoint sites. These sites are where the team's files are stored.

Team Sites can be used by committees, offices, departments, organizations, etc. The chair of the committee, department, or organization, along with one other person, elected or appointed, should act as the site administrators for the team site. These persons will manage usage rights for members of the "team", approve items for posting to the site and remove old items as necessary. Member can be made owners or members, and the owner/administrator of site created can manage the permissions of the "team." It is always recommended to have an additional "owner" of the team site.

Site administrators/owner should be vigilant in the management of the information that is stored and shared on the site, as this will be the information that the rest of your team relies on.

Files on team sites should only be left for extended periods of time as long as they are relevant. Defunct or otherwise spent files and folders should be archived or deleted.

# Team Sites Policy TEC 8.0

## Office of Information Technology

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The Office of Information Technology will be available to help with any issues that may arise. These items should be reported to the IT Helpdesk so that they are properly assigned and tracked in our work order management system.

**MS Team Sites may be removed automatically for lack of use. These are automatic settings within Microsoft. IT is the sites administrator's responsibility to keep the site current.**

The Office of Information Technology is available upon request to arrange training session(s) with the site manager or administrator.

### File Management

Files on team sites should only be left for extended periods of time as long as they are relevant. Defunct or otherwise spent files and folders should be archived or deleted from the server to conserve disk space and back resources. Version history is available to track changes to a file, so if data needs to be recovered, the team can do so.

The Office of Information Technology will be available to help with any issues that may arise. These items should be reported to the IT Helpdesk so that they are properly assigned and tracked in our work order management system.

### Site Usage

Team sites are subject to the terms of the **Technology Resources Acceptable Use Policy and Information Security Policy**. It is the responsibility of all users of the site to familiarize themselves with these policies. Team sites on Microsoft Teams are to be used only for business and/or activities relating to Mount Union. If the site is found to be in violation of this guideline it may be removed. Any data loss due to the violation of this rule is the responsibility of the team site's administrator(s)/owner. Mount Union and the Office of Information Technology will not be liable for data loss under these conditions.

## PROCEDURE

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To Create a Team Site:

1. Launch Microsoft Teams
2. In the left vertical toolbar, select the Teams icon
3. If your Teams sites display as a grid, in the upper right, select the join or create team button>Create team. If your Teams appear in a list column, at the bottom, select the Join or Create a Team button> Create a team.
4. Choose between Class, Professional Learning Community, Staff, Other. If you are creating the Team Site for office or department work, you most likely should choose Staff.
5. Fill in the Name field and Description. You should select a name that is appropriate. Example: Information Technology (use Office/Department Name or Committee Name). Description should be a description of the team.
6. Privacy – Chose between Private and Public. Typically, this would be set to Private. Then click NEXT.
7. Start adding members to your team by typing a name, then click ADD.
8. Once you have your team created, you can add a channel, add additional members, and manage the team.

To Remove a Team Site:

1. Launch Microsoft Teams.
2. In the Left Vertical Toolbar, select the Teams icon.
3. Select the Team Site of the team you wish to remove.
4. Click on the three dots ..., Select Delete Team
5. It will ask you to confirm the deletion of the team. Select the check box and select Delete Team.

**Team Sites Policy**  
**TEC 8.0**  
**Office of Information Technology**

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**Responsibilities**

Position or Office	Responsibilities
Information Technology	Team Sites within MS Teams

**Contacts**

Subject	Office	Telephone	E-mail/URL
Executive Director of IT & CIO	Information of Technology	330-823-2854	<a href="mailto:IT@mountunion.edu">IT@mountunion.edu</a>

**History**

All changes must be listed sequentially, including edits and reviews. Note when the policy name or number changes.

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