

# Change a Team from Public to Private

This guide will help a user change a Public Team to a Private Team, making it only accessible to members that have been added by the Team's Digital Champion.

## Quick Reference Guide



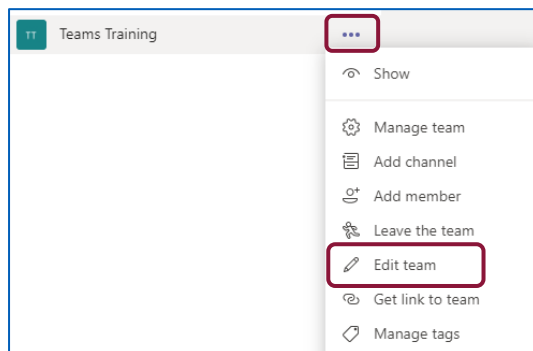
A Team set to public means anyone that has access to Mersey Care's MS Teams could join the Team and access its contents. The contents of the Team could be of a sensitive nature and sharing publicly could present a security risk.



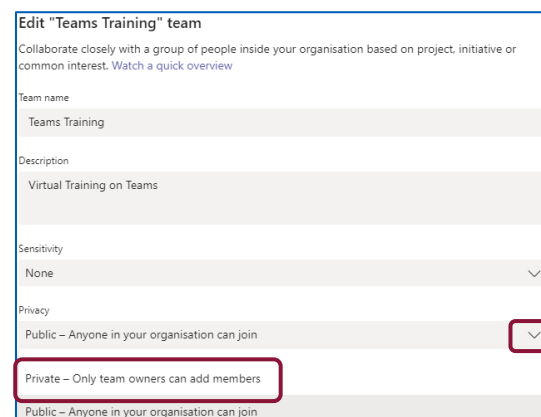
It is advised that all Teams are created as **Private**, this allows the Team's Digital Champions to manage who has access by adding and removing users as they join or leave the Team.

### Change a Public Team to Private

- Click the **More Options (...)** icon next to the Team Name.
- Select **Edit team**.



- Click the **down arrow** on Privacy.
- Select **Private – Only team owners can add members**.



- Click **Done**.



The Team is now **Private**, and the required members can be added.

To book training or speak to a trainer, please get in touch via:  
[training@imerseyside.nhs.uk](mailto:training@imerseyside.nhs.uk)