

# How to prevent members from clicking each other out of a group in Microsoft Teams

Microsoft Teams allows users to have 3 different types of roles and powers. In this post, TipsMake will introduce you to the reader permissions or restrictions of users in all roles so that you can fulfill a specific purpose.

For example, prevent members from kicking each other out of a group in Microsoft Teams.

## 3 types of roles in Microsoft Teams

There are three types of roles:

1. Owner - The owner
2. Member - Member
3. Guest - Guest

## Owner's rights or abilities in Microsoft Teams

An owner is the administrator of a group, and a group can have multiple owners. Owner account holders have maximum features and permissions. Specifically, the following permissions and capabilities are included in the owner account.

1. Create groups and channels
2. Join in private chat and channel chat
3. Install and uninstall apps, bots and connectors
4. Share files with several people in the conversation
5. Share chat files with others
6. Add and remove any members and guests
7. Invite others and can be invited by others
8. Delete and edit messages
9. Check out your organization chart
10. Change group permissions
11. Create a new tab
12. Handles all mentioned content (@name)
13. Emojis, GIFs, etc. can be used.
14. Group archive and restore whenever possible

## Membership rights and capabilities in Microsoft Teams

A member has fewer options than an owner, but this person can do almost all of the essential tasks in a group. The member account is suitable for someone who is on your project but not an administrator.

1. Create groups and channels
2. Join in private chat and channel chat
3. Share all files on channel and chat file
4. Install apps, tabs, bots, etc.
5. Edit and delete posted messages
6. Find and join public groups
7. See organization chart

## **Guest rights and capabilities in Microsoft Teams**

The guest account owner has minimal options, and this role is suitable for people who are not appointed in your organization, but you want to chat with that person. For example, this person could be your business customer, a supplier, or any other outside person. The guest account's powers include:

1. Create a channel but not a group
2. Can join in private chat and chat on channel
3. Share files on channel
4. You can invite them through your work or school account for Office 365
5. Delete and edit messages

Now, if you have created a group and want to manage permissions for other people (members and guests), the following will be helpful for you.

## **Permissions available to members and guests in Microsoft Teams**

The administrator or owner can manage these permissions for members and guests:

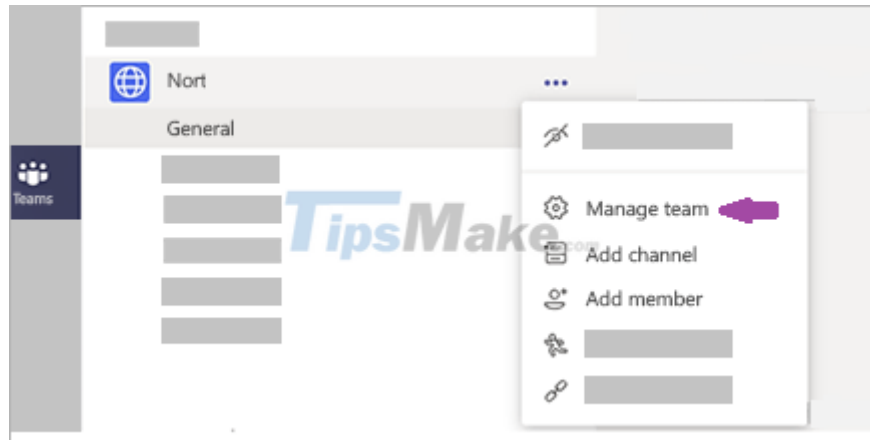
1. Allow members to create and update channels
2. Allow members to create private channels
3. Allows members to delete and restore channels
4. Allow members to add and remove apps
5. Allows members to upload custom applications
6. Allows members to create, update and delete tabs
7. Allows members to create, update and delete connectors
8. Provides members the option to delete their messages
9. Gives members the option to edit their messages
10. Allow guests to create and update channels
11. Allow guests to delete the channel

In other words, even if the person with a member account has those capabilities, you can still prevent them from using it on your team, for example by preventing members from clicking each other off the group in Microsoft Teams.

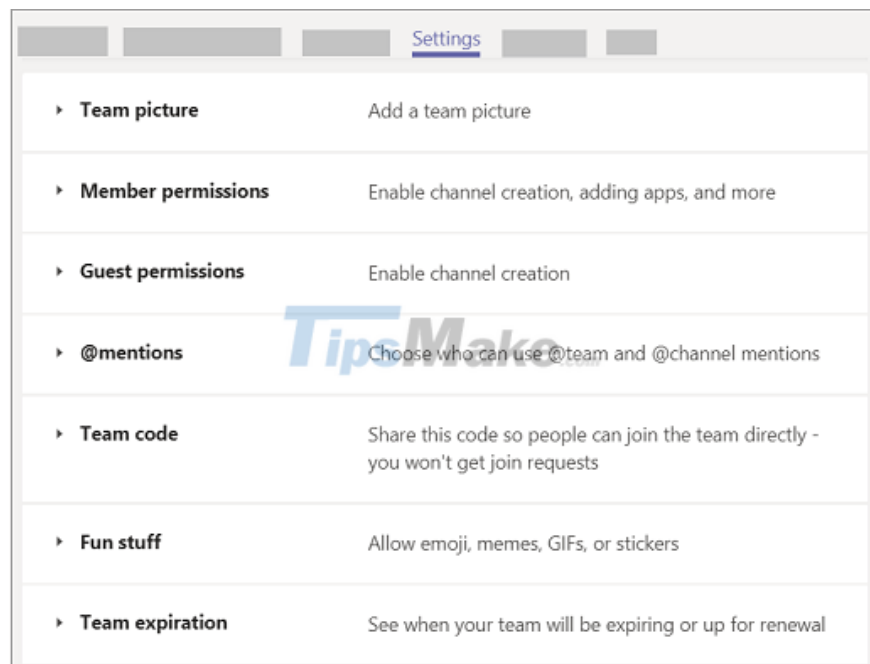
## **How to change permissions in Microsoft Teams**

To change or manage roles, permissions, and capabilities in Microsoft Teams, follow these steps:

Step 1. Open the Manage team window.



Step 2. Go to the Settings tab.



Step 3. Expand Member permissions and Guest permissions.

Step 4. Add or remove check marks from the checkboxes

To get started, you need to open the Microsoft Teams app or the official website. Then, select a group and click the three-dot button to select the Manage team option.

Then, go to the Settings tab and expand the Member permissions and Guest permissions panels. Here, you can find all the options mentioned above.

Now you need to add or remove ticks from the checkboxes to allow or block permissions.

These settings are group-based. That means you can set different permissions for different groups.

Hope you are succesful.

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