

Microsoft Teams: Your Library's Team and Creating New Teams

NLLS provides each Member Library and their staff members with access to Microsoft Teams to collaborate, share documents, and video conference with one another.

Your library's Team

Each Member Library is provided a Team named after its library code (ex. ABM). This is a private space for you and your staff that is not visible to other libraries or NLLS. The Library Manager is set as the **Owner** of this Team, with all staff set as **Members** with restricted permissions within the Team.

Note: Each Member Library's Team was set up during the Tenant Migration Project in Spring 2022.

Managing your library's Team

To manage your Team, navigate to your Team and select **Manage Team**. Here you are able to change permissions for your staff, create private Channels within your Team, and more.

Ensure that you always keep the access settings to your Team as **Private** and not **Public**, or staff outside of your Member Library will be able to view and interact with your content.

Creating new Teams

Member Libraries are requested not to create new Teams in Microsoft Teams or rename their provided Team. This is because the creation of a Team creates an email address based on the name of the Team, and with each Member Library on the main tenant, this needs to be centrally managed by NLLS to ensure duplicates aren't created and naming conflicts don't occur.

If you would like a Team created, reach out to NLLS TSI via the HelpDesk and we will be happy to create it for you with a name unique to your Member Library.



Questions?

If you have any questions, contact the TSI or MLS Departments at ask@nlls.ab.ca.
It is recommended that Member Libraries purchase all technology through the NLLS TSI Department.