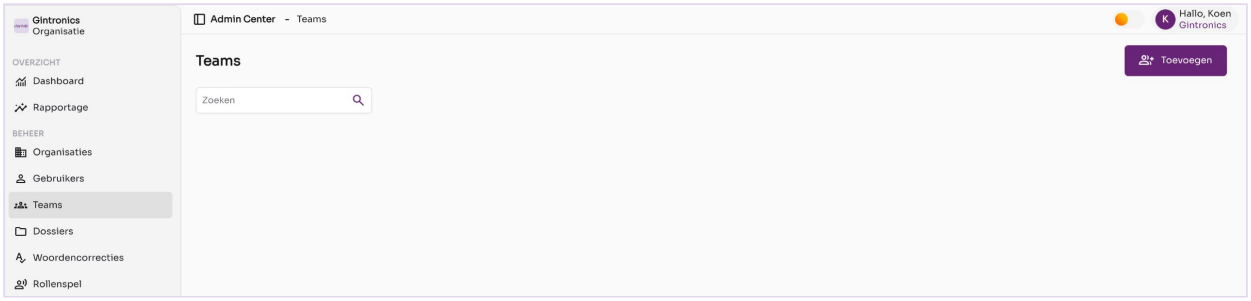
Managing Teams

A team is a group of users. The biggest advantage: you give an entire team access to a file at once. When a new colleague joins the team, they automatically gain access to all files of that team.

Creating a team

1. Open Teams

   Click **Teams** in the left menu. You will see the existing teams, each with a description and the avatar of the creator.



The team overview of an organization without teams.

2. Click Add

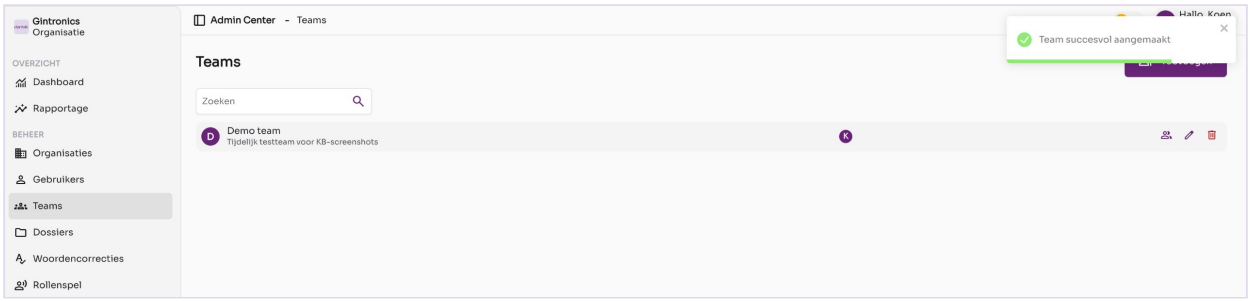
   The *Create a new team* window opens. Give the team a **name** and optionally a **description**.



Creating a new team.

3. Click Add

   The team appears in the overview. You become a member immediately.

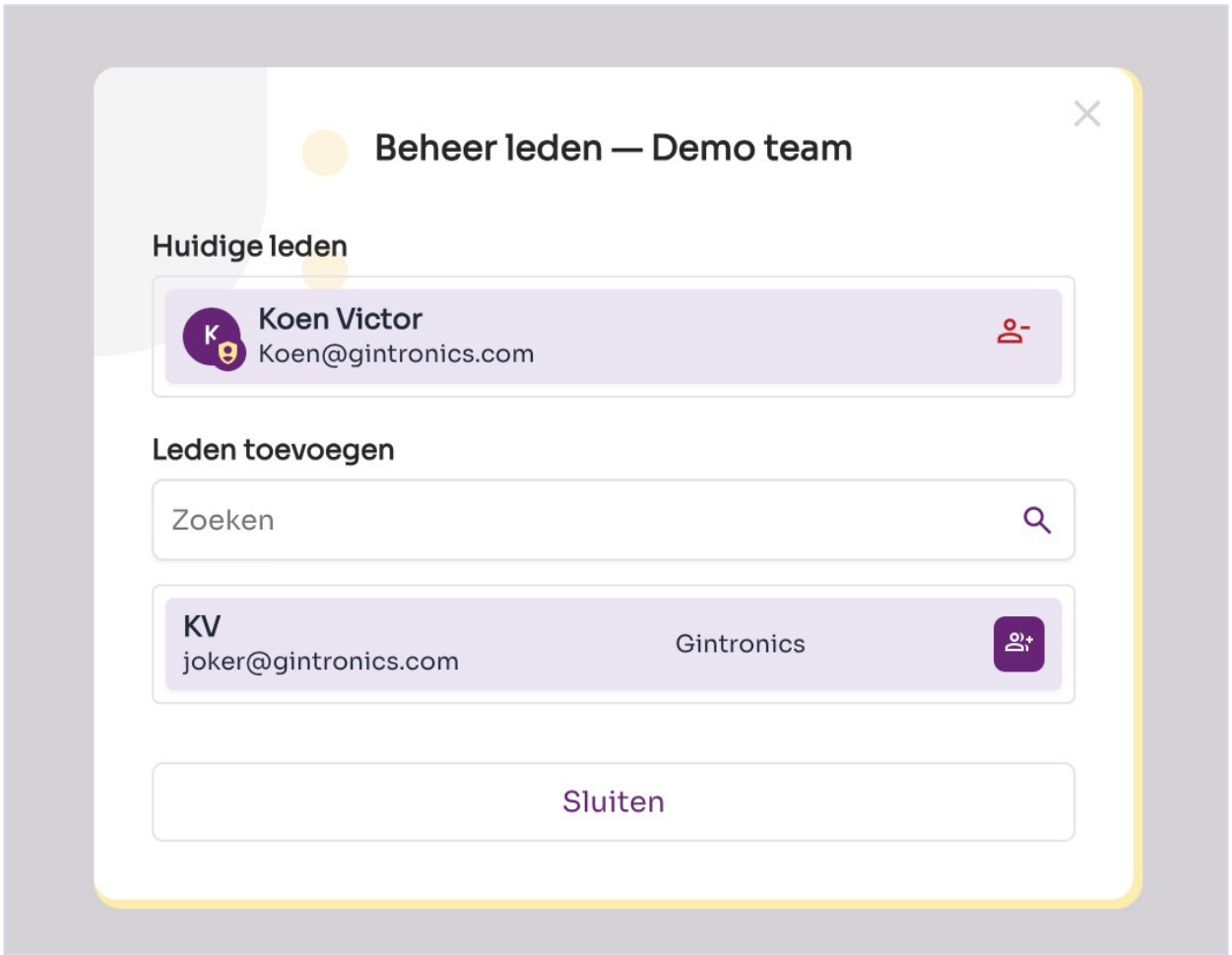


The new team in the overview, with three action buttons on the right: members, edit, and delete.

Adding or removing members

1. Click the members icon

   On the right side of the team row is an icon with two people. The *Manage members* window opens.

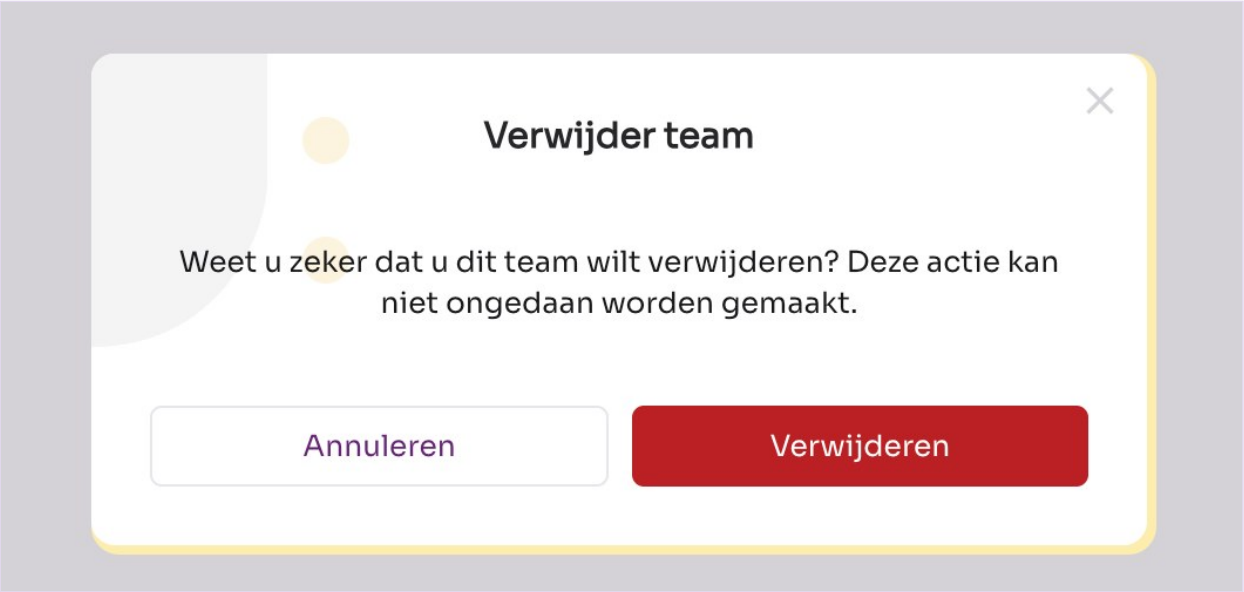


Managing members of a team.

2. Add members
   Under *Add members* you search for a user and click the purple button next to the name. The user appears immediately under *Current members*.
3. Remove a member
   Click the red icon next to the name for a current member. The member loses access to the files shared via this team.
4. Close the window
   Changes are saved immediately. Click **Close**.

Editing or deleting a team

- With the **pencil** you can edit the name and description.
- With the **red trash bin** you delete the team. Confirm in the *Delete team* window.



The confirmation when deleting a team.

Good to know

Note
Deleting a team cannot be undone. Members lose access to files that were shared only via this team. The users themselves remain.

- To link a team to a file, go to Managing files.
- A user can be a member of multiple teams.