Microsoft Teams Safety

Controls & settings guide

Microsoft Teams can be used for friends and families for everyday life such as making audio or video calls of up to 24 hours with up to 250 people. Please note, Teams for personal use is only a preview version.

1 Get started

You can download the app for iOS or Android devices or you can use the web and desktop version. If you already have the app, you can app an existing email address from the Settings menu.

Step 1 – Log in or sign up with your personal account email

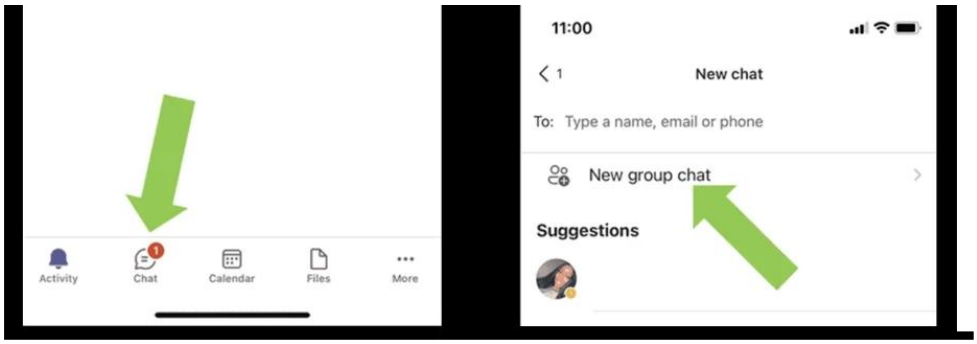
Step 2 – Follow the instructions to get started. You'll be able to choose your name for Teams or if you want to sync your contacts

2 How to create a group chat

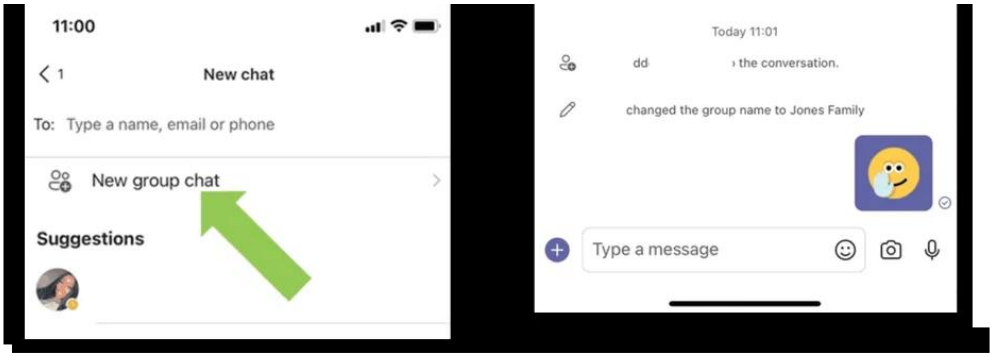
To start a group chat with your friends and family:

Step 1 – Tap the **Chat icon**, then tap the "**New Chat**" icon located in the top-right-hand corner

Step 2 – Tap "**New group chat**"



Step 3 – Take or add a photo, type a "**Group chat name**", then tap "**Next**"



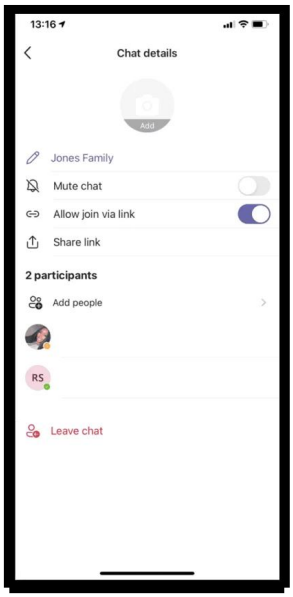
Step 4 – In the **To: line**, type the **phone numbers**, **email addresses** or **names** of those you want to include in this group

Step 5 – Type a message and send it to finish creating your new group

To customise your group chat:

Step 1 – Tap your **group chat name** to open **Chat details**, where you can:

Add or update the photo for your group chat
Edit your group name
Switch Mute chat on or off
Switch Allow join via link on or off
Share the link to join the chat
Add people to the chat
View a list of Participants then leave the chat



3 Where to manage notifications

These settings include how, when, and where your notifications appear, custom settings for channels and chat, appearance and sounds, and turning off specific messages, etc.

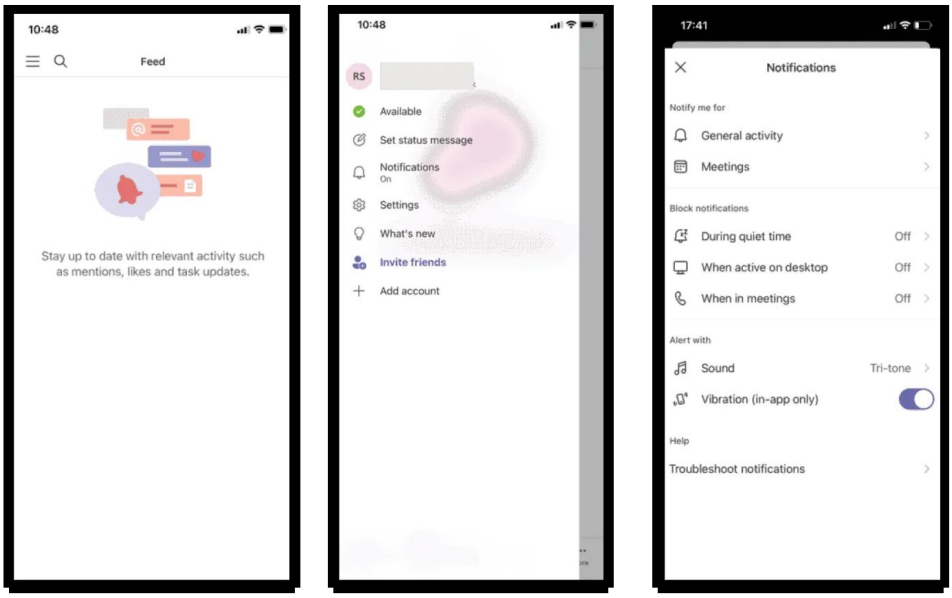
To customise your notifications:

Step 1 – Tap the **menu** which is located in the top-left-hand corner

Step 2 – Tap "**Settings**"

Step 3 – Tap "**Notifications**" and choose the settings relevant to you

If someone isn't already on Teams, they will receive an invite to join Teams and join this group.



4 How to invite friends and family

Step 1 – Tap the **menu** which is located in the top-left-hand corner
Tip: On desktop, you can simply click **Invite Friends** at the bottom of the **Chat** tab.

Step 2 – Tap "**Invite friends**"

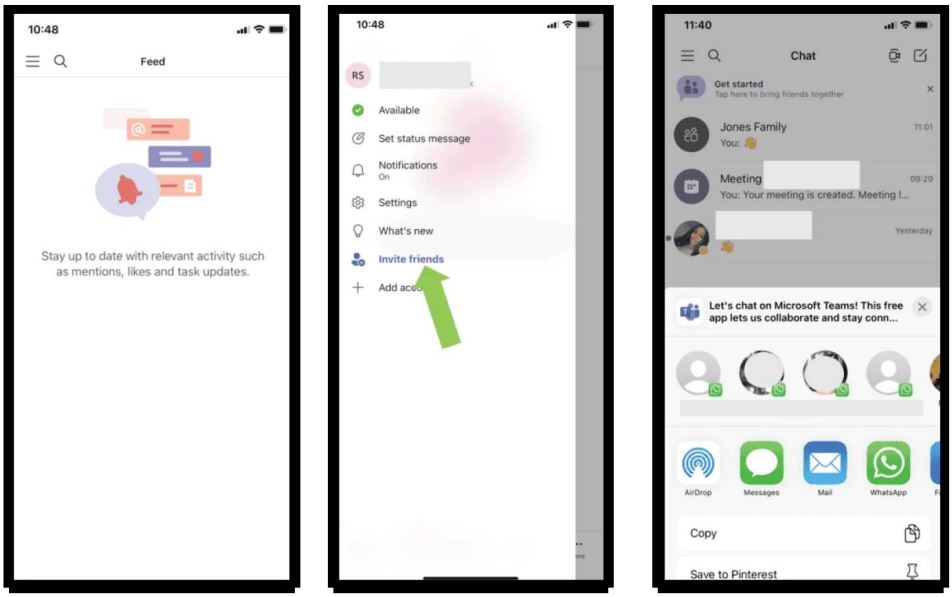
From a chat:

Step 1 – Tap the "**Chat**" tab

Step 2 – Tap "**New chat**"

Step 3 – Enter the name of someone in your address book, the phone number of someone you know, or an email address of someone you know

Step 4 – Tap "**Send Invite**"; the link will be sent to that person



5 Where to manage location

With Teams for your personal life, you can share your location with your friends and family.

To share your location:

Step 1 – Tap the chat where you want to share your location

Step 2 – Tap the plus icon in the bottom left-hand corner then tap "**Location**", tap "**Allow Access**"

Step 3 – Tap "**Share**" your live location or **Suggested places**, then select the duration you want to share either from **30 minutes**, **1 day** or **Always on**

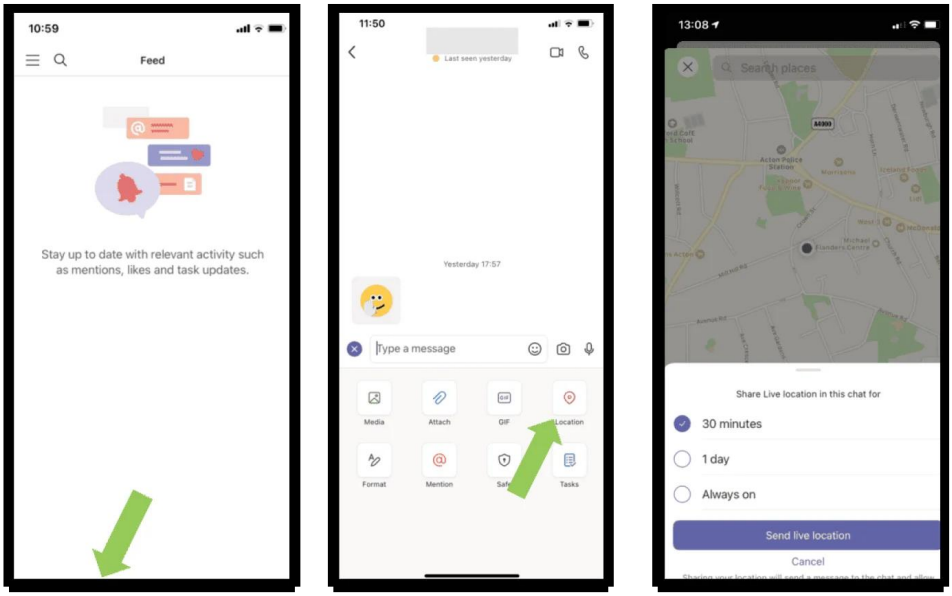
Your location will show in the chat for the duration you've chosen.

To stop sharing your location:

Step 1 – From within the chat, go to the chat you're sharing

Step 2 – Tap the **plus icon** then tap "**Location**"

Step 3 – Tap "**Stop Sharing**"



6 Set up Safe

In Safe, you can store your valuable and sensitive information across any of your devices.

To set up Safe:

Step 1 – Tap the **menu** which is located in the top-left-hand corner

Step 2 – Tap "**Settings**" and tap "**Safe**"

If you want to manage your own master key, select the Opt out of saving my recovery information on my Microsoft account checkbox. If you want Microsoft to manage your master key, leave the box unchecked.

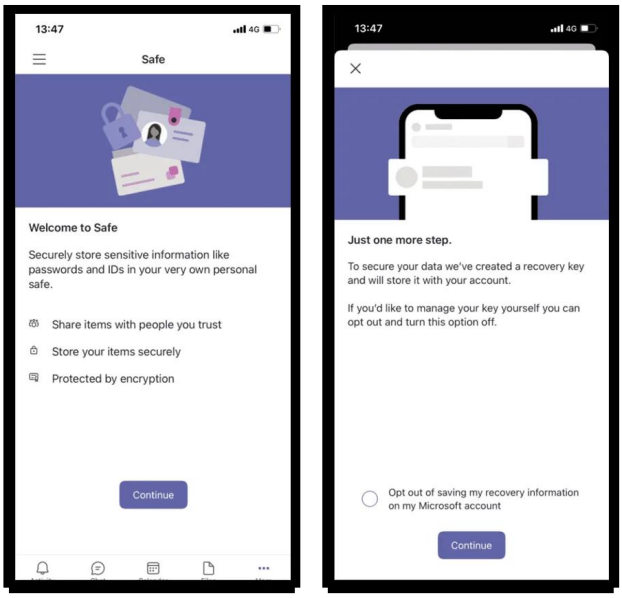
Keep your master key safe

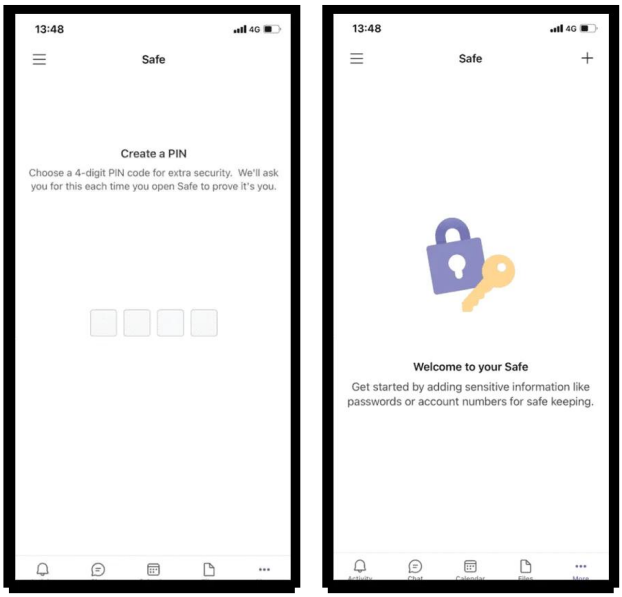
Step 1 – Tap "**Get Started**"

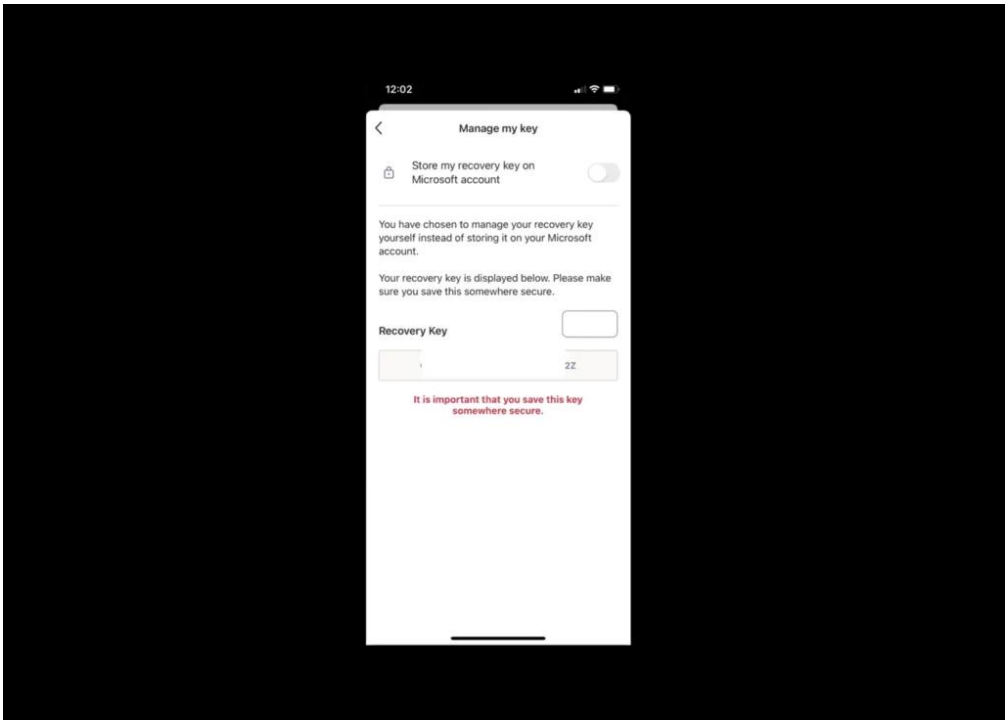
Step 2 – If you selected to manage your own master key, record your master key and keep it in a secure location. You will need this key to gain access to all of your encrypted data

Step 3 – You can tap and hold and select "**Copy**" to copy your master key to your device clipboard

Step 4 – You can also tap the "**Share Teams iOS**" share icon to share your master key




13:48
Safe
Create a PIN
Choose a 4-digit PIN code for extra security. We'll ask you for this each time you open Safe to prove it's you.
13:48
Safe
Welcome to your Safe
Get started by adding sensitive information like passwords or account numbers for safe keeping.


12:02
Manage my key
Store my recovery key on Microsoft account
You have chosen to manage your recovery key yourself instead of storing it on your Microsoft account.
Your recovery key is displayed below. Please make sure you save this somewhere secure.
Recovery Key
It is important that you save this key somewhere secure.