

# Team owner, member, and guest capabilities in Teams

Every member in Teams has a role, and each one has different permissions.

- **Owners**  
Team owners manage certain settings for the team. They add and remove members, add guests, change team settings, and handle administrative tasks. There can be multiple owners in a team.
- **Members**  
Members are the people in the team. They talk with other team members in conversations. They can view and usually upload and change files. They also do the usual sorts of collaboration that the team owners have permitted.
- **Guests**  
Guests are people from outside of your organization that a team owner invites, such as partners or consultants to join the team. Guests have fewer capabilities than team members or team owners, but there's still a lot they can do.

**Note:** File permissions for members and guests reflect whatever your admin has set in your SharePoint settings. These can only be changed by your admin.

The following table shows the capabilities available for each role:

Capability	Owner	Member	Guest
Create a channel	✓	✓	✓
Participate in a private chat	✓	✓	✓
Participate in a channel conversation	✓	✓	✓
Share a channel file	✓	✓	✓
Share a chat file	✓	✓	
Add apps (such as tabs, bots, or connectors)	✓	✓	
Can be invited via any work or school account for Office 365			✓
Create a team	✓	✓	
Delete or edit posted messages	✓	✓	✓
Discover and join public teams	✓	✓	
View org chart	✓	✓	
Add or remove members and guests	✓		
Edit or delete a team	✓		
Set team permissions for channels, tabs, and connectors	✓		
Change the team picture	✓		
Add guests to a team	✓		
Auto-show channels for the whole team	✓		
Control @[team name] mentions	✓		
Allow @channel or @[channel name] mentions	✓		
Allow usage of emoji, GIFs, and memes	✓		
Renew a team	✓		
Archive or restore a team	✓		