

# Should I Make my Microsoft Team Public?

When setting up a new Microsoft Team, an important consideration is whether your team should remain private, or whether you should alter the settings to make it publicly available to all **Glow** users.

Making a Team public allows any **Glow** user to join your Team without the permission of the Team owner. It allows the content of chat and files to be accessed by anyone who joins your Team.



Important questions to consider.....

1. Does my Team contain individual/identifiable learner or educator information?
2. Do I want to authorise and be notified of any **Glow** users who join my Team?
3. Do I want to be able to actively control ownership and visibility of my Team?
4. Does the content of my Team chat and files apply only to **Glow** users from my own establishment?

If you have answered “**yes**” to any of the above questions, when setting up your Team, **DO NOT** alter the settings to make it public.

