Job Aid

THE TEAMS ADMIN CENTER

PURPOSE

This job aid provides a functional overview of each primary tab on the Teams Admin Center's left navigation panel.

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Customers who are assigned Global and/or Teams Administrator roles can manage the Teams through the Teams Admin Center. The basic function of each primary tab in the Teams Admin Center is described below.

Tab	Features
Dashboard	Functions as the Teams admin center homepage. Customizable by adding, rearranging, and removing widgets. Provides insights into the organization.
Teams	Access all teams across the organization. Update Teams policies and settings. Manage settings and features available to users. Create custom Teams templates.
Users	Configure and manage settings and policies assigned to individual or multiple users. Manage access to teams and channels by guests and external users.
Teams Devices	Control and manage Teams certified IP devices. Provides summary tables of all devices within an organization.
Teams Apps	Define which third-party apps are available to the organization. Control access to apps for specific users. Customize the Teams app store with the organization's brand.
Meetings	Manage org-wide settings and policies for meetings, audio conferences, and live events. Manage meeting templates.
Messaging Policies	Define chat and channel features available to users. Customize messaging policies for people within the organization or use the org-wide default policies.

Voice	Set up features and policies for the Teams phone system.
	Assign, edit, and remove user phone numbers.
	Configure auto attendants.
	Establish how calls are routed within the organization.
Locations	Set physical locations for IP addresses active in the organization.
	Enables proper call routing when emergency services are called.
Enhanced Encryption Policy	Enable end-to-end encryption (E2EE) of calls, video conferences, and screen sharing.
	E2EE can apply to specific users or be organization wide.
Policy Packages	Provides a pre-defined set of policies and settings to groups of users with similar roles within the organization.
Planning	Determine network requirements for connecting Teams users across the organization.
	Use Teams advisor to schedule the rollout of a workload via channels or chat.
Analytics & Reports	Run reports and gain insight into how users are using Teams.
	Get reports on app usage, device usage, and user activity.
Notifications & Alerts	Configure rules to monitor key metrics.
	Be notified when metrics meet a defined threshold.