**SURFconext Teams (EN)**

With SURFconext Teams you can create and manage groups (Teams). Some services connected to SURFconext use this group information, e.g. to decide who is allowed access to the service (members of a certain Team are allowed in; others are denied) or to decide certain roles and rights within a service (e.g. members of a certain Team also have editing rights).

By using groups it becomes easier to manage rights and roles, since it is no longer necessary to do this within each separate service you use. Instead, services can reuse the group information.

This page describes how you can use SURFconext Teams.

- SURFconext Teams
- Accepting an invitation
- Creating teams
- Adding new members - via public link
- Deleting team members
- Managing team roles
- Deleting teams
- Joining a public Team

**Browser Support**

SURFconext Teams is supported in all current browsers (Firefox, Chrome, Safari). We discourage the use of SURFconext Teams with Internet Explorer 8 or below.

**SURFconext Teams**

Whenever you log in to SURFconext teams you will be redirected to the My Teams page. This page gives you an overview of all the teams you are a member of. At first, it is possible there are no Teams to show if you use SURFconext Teams for the first time, but you can create a new Team or you can request access to a certain Team.

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**Accepting an invitation**

If you received an invitation mail to join a certain Team, you can click 'Login to accept this invitation' to become a member of the Team.
After clicking the link you are required to login via SURFconext, e.g. using your institutional account or through eduID.

To finalise the invitation process, click ‘Accept’.

**Creating teams**

A new team can be easily created by clicking the ‘Add +’ button at the right side of the Teams page.
After clicking 'Add +', a page is shown where a title and description can be given to the new Team (the **Team name should be unique**. A duplicate name or renaming a team is not allowed). Also, you can make your Team a public team; this means other users will be able to find your Team and send a request to become a member to the administrators. Please note that the names and email addressess of the administrators will then also be visible to other members; this way, they can ensure they have found the correct Team and/or they can contact the administrator(s) before requesting access.

It is highly recommended to invite a 2nd administrator. This prevents the Team becoming unusable if the (only) administrator leaves the Team.

### Adding new members - via mail invitation

There are 2 different ways to add new members to your Team. First, you can send invitations via mail.
You can send multiple invitations at once by entering multiple email addresses, or you can upload a .csv file with all the email addresses you would like to invite. This option is particularly useful when a lot of people have to be added to the Team.

A .csv file consists of all email addresses separated with commas. You can create one with for example Notepad and enter the addresses like this:

name1@domain.nl,name2@domain.nl,name3@domain.nl,name4@domain.nl

When the message has been sent, the receiver has to open the email and click on a link to accept the invitation. The invitation will be active for 14 days. If the invitation is not accepted within 14 days, the invitation will automatically expire.

As an administrator you can click on a team to see pending invites. Here you can delete or resent the invitation.
Adding new members - via public link

You can also add new members via a ‘public link’. As administrator of a Team, you can manually enable this feature. If enabled, anyone in possession of the public link is able to join the Team automatically.

If a user goes to the public link in his browser and logs in via SURFconext, your Team can be joined by clicking ‘Accept’.
Deleting team members

You have to be either an administrator to delete other Team members. Deleting team members is easy; just click the 3 dots next to a certain member and click ‘Delete member’.

Managing team roles

Whenever a person becomes a new member of your team, the role that is given to him is the ‘member’-role. In the table below you can see the rights that belong to a certain role in the team. A team must at least have one administrator (or owner) and cannot be empty (two administrators /owners is highly recommended). This means an administrator cannot leave the team, unless that person promotes at least one other person to administrator.

You can promote other members up to the same level as your own rights, but not any higher. So a Manager can make other members a Manager and an Administrator can make people Manager or Administrator.

Note: Guest users can not be promoted to an Administrator.

<table>
<thead>
<tr>
<th>Role</th>
<th>Rights</th>
</tr>
</thead>
<tbody>
<tr>
<td>Member</td>
<td>• Can see the other members of the team</td>
</tr>
<tr>
<td></td>
<td>• Can resign from the team</td>
</tr>
<tr>
<td>Manager</td>
<td>• Can see the other members of the team</td>
</tr>
<tr>
<td></td>
<td>• Can resign from the team</td>
</tr>
<tr>
<td></td>
<td>• Can add new members to the team</td>
</tr>
</tbody>
</table>
### Administrator
- Can see the other members of the team
- Can add and delete members of the team
- Can edit Team Details
- Can Promote Members to Manager and Administrator
- Can only resign from the team if there is at least one other Administrator
- Can delete the team

### Owner
- Functionally similar to administrator, but not an actual member of team

When you change the role of a team member you will notice a notification bar appearing in the top of the screen saying “Role was added” or “Role was removed”. There is no need for a Save button to be clicked, you will know that it is saved when you see the information bar appearing at the top of the screen.

### Deleting teams

To delete a Team, click the ‘Delete’ button in the upper right of the Team detail page.

### Joining a public Team

If a Team is made public, every SURFconext Teams user is able to send a request to the administrators and managers to become a member of that Team. Find a public Team by entering a search query, then click ‘Join’ to send a join request.

After clicking ‘Join’, you are redirected to a page where you can add a personal message to the administrators/managers. When you are done, click ‘Join request’ to send the request. The administrators/managers of the Team will receive an email notification of your request.
Join request

TEAM NAME
TeamName

DESCRIPTION
Vul een diadeemomschrijving in, zodat anderen weten waar het Team is.

ADMINISTRATORS
text <j.doe@example.com>

MESSAGE
Your personal message

Share this information with the applications used by this Team.

CANCEL  JOIN REQUEST