**Take back your cloud environment | Cleaning up Microsoft Teams and SharePoint sprawl**

**Slide 5**

**Prevent team members from creating channels (you need to be a team owner in order to do this)**

By default, Microsoft allows anyone to create teams and channels. This can quickly lead to ‘channel sprawl’. *When creating a team, it is important to disable these settings.*

1. *Click on the breadcrumbs next to the team’s name*
2. *Click on ‘Manage Team’*
3. *Select ‘Settings’*
4. *Select ‘Member permissions’*
5. *Uncheck the following boxes:*

Graphical user interface, text, application, email

Description automatically generated

**Slide 8**

1. **Review your current teams and channel structure in the Teams Admin center**

**Note:** you’ll need the appropriate Teams administrator or Global administrator permissions to view these reports

* 1. Open the Teams Admin Center
  2. On the left panel, select Manage teams
  3. Click on the team you want to view and select ‘Members’ OR click on the ‘Channels’ tab.

Graphical user interface, application, Teams

Description automatically generated

1. **How to review your MS Teams usage (90 day)**
   1. Open the Teams Admin Center
   2. On the left pane, select Analytics and Reports > Usage reports
   3. Teams usage
   4. Last 90 days
   5. Run report
   6. Export to Excel for further analysis

Graphical user interface, application, Teams

Description automatically generated

**Slide 10**

**How to view your active SharePoint sites**

Note: you will need the appropriate SharePoint administrator or Global administrator privileges to access the admin center.

1. Open the SharePoint Admin center
2. Select ‘Active Sites’ on the left pane
3. Select the ‘Export’ option to view in Excel for further analysis.

