

## Enable and Set Up Private Teams

How to enable, set up, and use Private Teams on Stack Overflow for Teams Enterprise.

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[PDF VERSION](#)

Tags | [Private teams](#) |

Applies to: Free Basic Business Enterprise

### ADMIN PRIVILEGES REQUIRED

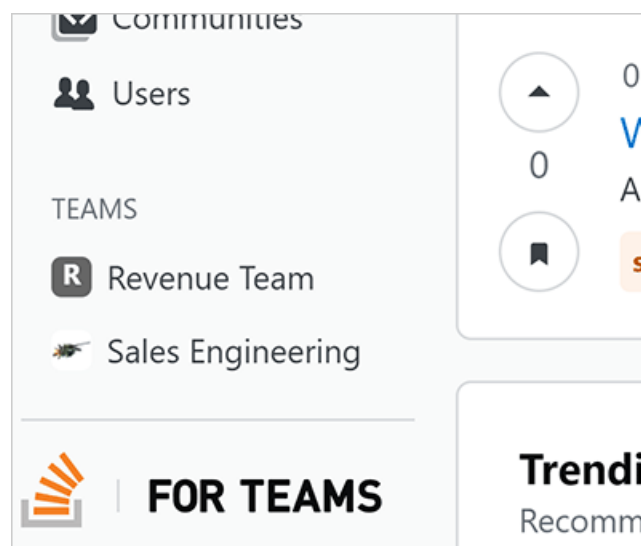
This documentation is for **Stack Overflow for Teams Enterprise**. Free, Basic, and Business users can access their documentation [here](#). [Find your plan](#).

## Overview

Private Teams in Stack Overflow for Teams Enterprise (SOE) give you and your team members an area to work collaboratively and privately. If users have questions that aren't relevant outside of their company team or department, or those questions have sensitive information that shouldn't be visible to all users, a Private Team may be the right solution.

**NOTE:** Once you enable Private Teams for your SOE site, you can't disable this feature. Once you create a Private Team, **you can't delete it**.

If you're a member of a Private Team, you'll see it listed underneath the left-hand navigation menu. To enter a Private Team, click on its name.



## When to use a Private Team

Private Teams can reflect the internal structure of your organization. Where information is sensitive or private, a Private Team can protect that content.

## Possible use cases for Private Teams

Department	Private Topic(s)
Support	Issue Management
HR	Recruiting, Salary
Product	R&D, Strategy
Legal	Contracts, Negotiations

## Before you enable or create Private Teams

While Private Teams can be a great solution for supporting smaller collaborative teams, they're not without their drawbacks. It's important to remember that questions, answers, and articles posted to a Private Team are only visible to members of that team. Users should be diligent to post a Private Team only when the question warrants it. General questions still belong on the main where all users can see them.

Helping your users post in the correct area (Private Team or main site) will help avoid general information being locked away from your main user base. Also, try to avoid creating multiple Private Teams that have the same set of members. Having Private Teams with similar membership can cause confusion and will further fracture your knowledgebase.

## Other considerations

- Teams can create "silos" of knowledge, with content accessible only to a limited subset of your users. This negates some of the benefits of Stack Overflow, including centralized knowledge and collaboration, elimination of redundancy, and improved efficiency.
- Building community and engagement is more challenging with Private Teams, as they divide your user base.
- There's no moderator role for Private Teams.
- There are no Content Health features in Private Teams.
- Reputation earned by users for content in a Private Team isn't reflected in their profile on the main site.
- You can't easily migrate content from a Private Team to the main site. Migration is a manual copy-paste operation, and you'll lose all attribution for questions, answers, and comments.
- You can access Private Teams only with API v3 (not API v2).
- You can't view usage stats or trends across all Private Teams. You have to access each Private Team's dashboard and reports individually.
- The Microsoft Teams and Slack integrations do not fully support Private Teams.
  - In the Microsoft Teams integration, you'll have no link unfurling, notifications, personal tab, or searching.
  - In the Slack integration, you'll have no unfurls, search, or ask.

## Private Teams roles and responsibilities

Three distinct roles come into play in each Private Team. A *site admin* creates and sets up the team, a *team owner* sets the direction of the team and invites members, and *team members* bring the Private Team to life by adding questions, answers, and other content.

## Site admin

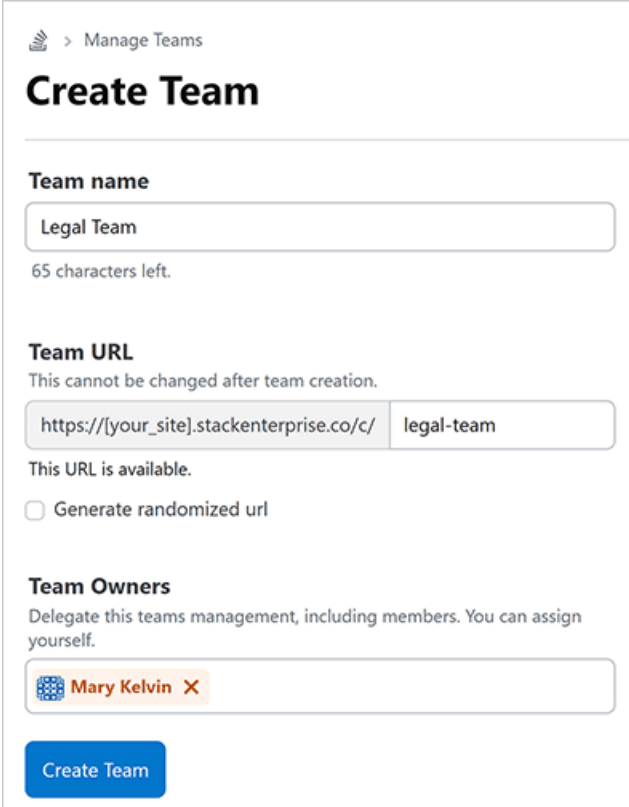
Site admins perform the following duties for Private Teams.

### From the main SOE site

- Enable Private Teams ([reach out to support](#) to get the process started).

Clicking **Admin settings** then **Teams** allows a site admin to:

- Create teams.



The screenshot shows a web interface for creating a team. At the top, there is a breadcrumb trail: a hand icon followed by '> Manage Teams'. Below this is the main heading 'Create Team'. The form is divided into three sections: 1. 'Team name' with a text input field containing 'Legal Team' and a note '65 characters left.' 2. 'Team URL' with a note 'This cannot be changed after team creation.', a text input field containing 'https://[your\_site].stackenterprise.co/c/legal-team', and a note 'This URL is available.' Below the URL field is a checkbox labeled 'Generate randomized url' which is currently unchecked. 3. 'Team Owners' with a note 'Delegate this teams management, including members. You can assign yourself.' and a text input field containing a user profile card for 'Mary Kelvin' with a close icon (X). At the bottom of the form is a blue button labeled 'Create Team'.

To create a Private Team, fill in the **Team name** and **Team URL** fields. The site admin will also need to add at least one team owner in the **Team Owners** field.

**NOTE:** In order for a site admin to change the settings of a Private Team, they must be a team owner. For convenience, they can add themselves to the **Team Owners** field when they create the Private Team.

- Manage all teams.

**CUSTOMIZE**

- Appearance
- Custom messages
- Reputation
- Tags
- Custom awards
- Dashboard

**ACCESS MANAGEMENT**

- Users and permissions
- User groups
- Authentication
- SCIM
- Teams
- Teams sync

## Teams

Manage Teams and who can access them. Create Team

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Showing 3 of 3 teams 🔍 Search team name

Name ▲	Owners	Size ⇅	Sync Method ⇅	Created on (UTC) ⇅	Last active (UTC) ⇅
<a href="#">HR Team</a>	Jen Lakewood	13	Manual	Aug 9, 2023 at 16:09	Mar 8 at 16:57
<a href="#">Legal Team</a>	A Torney	7	Manual	Jul 14, 2023 at 17:13	Jul 14, 2023 at 17:13
<span style="background-color: #34495e; color: white; padding: 0 2px;">S</span> <a href="#">Sales Team</a>	Mark Downs	26	Manual	Aug 23, 2023 at 18:15	Aug 23, 2023 at 21:00

Site admins can click into a team to add or remove members, promote and demote team owners, control API sync, and download a Private Team roster in CSV format.

### From within a Private Team

To change the settings of a Private Team, a site admin (and team owner) should click into the Private Team from the list at the bottom of the left-hand menu. They'll then click **Admin settings**. From there, a site admin will see the same menus and settings as a private team owner (see below).

### Private Team owner

A site admin can designate one or more users to be Private Team owners, giving them administrative control over all aspects of the Private Team. Site admins may also want to add themselves as team owner.

### From within a Private Team

To change the settings of a Private Team, the team owner should click into the Private Team from the list at the bottom of the left-hand menu. They'll then click **Admin settings**. From there, a team owner can access the following settings for that Private Team:

- **Appearance** Change theme, colors, team name, and URL.
- **Tags** Manage tags used in the Private Team.
- **Custom awards** Manage up to 10 custom awards used in the Private Team.
- **Dashboard** Manage the benchmarks displayed in the Private Team's dashboard.
- **Users and permissions** Manage the Private Team's members to add and remove members, change roles, configure LDAP, and more.
- **User groups** Manage user groups used in the Private Team.

### Content

Team owners also have unrestricted access to add or manage content. This includes editing or deleting all questions, answers, Articles, and Collections within the Private Team. They do not need to be the author of the content to edit or delete it.

Having full content access allows the team owner to steer the content of a Private Team by editing the starter questions (see below) or adding their own questions and Articles. This helps ensure that a new Private Team gets off to a good start.


## Other features

### Onboarding banners, checklists, and starter questions

When a site admin creates a new Private Team, SOE will include some guidance to assist in onboarding new team members. This includes prompts and information on how the Private Teams feature works, as well as starter questions that site admins and team owners can edit to provide additional guidance.

### Set-up checklist

We recommend you complete the following items before launch:

- [Customize your team's display settings](#) >
- [Review Starter Questions](#) >
- [Invite 3+ Team Members](#) >  



[Hide completed items](#)

[I'm ready to launch!](#)

## Welcome to your Team on Stack Overflow Enterprise.

This is a private, secure home for your questions and answers that only members on your team can view and participate in. Get started by reviewing the starter questions, and inviting team members.

[Add Team Members](#) [Dismiss](#)



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0 votes

1 answer

1 view

**What is the purpose of this Team, and is there any special cadence to follow?**

What sort of questions are allowed here? And are there any rules or special cadence one must follow when posting on this Team that are different from the General Enterprise site?

starter-question

asked 4 secs ago

Community 1

## Team emails

Email notifications are part of the Private Teams feature. Site admins (not team owners) can turn off specific emails from a Private Team if desired.

The Private Team emails include:

- Welcome email for team owners
- Welcome email for team members
- Notification for member removed from the team
- Notification for member mentioned in content
- Notification of answered question
- Notification of accepted answer

Administrators can learn more about Private Teams email configuration in the [Engagement Emails and Management](#) article.

## Removed Private Team members

When a user is removed from a Private Team:

- Content becomes anonymous but remains visible in the Private Team. Site admins and team owners can restore a deleted user from the Private Team **Admin settings** page.
- SOE ensures that at least one team owner remains for the Private Team. SOE will not allow a site admin or team owner to delete or change the role of the last team owner.

## Private Team access with the API (Stack Overflow for Teams Enterprise only)

Enterprise site admins can create API keys with access to Private Team data as well as data from the main site. For more information on the API, check out our [API v3 for Teams Enterprise](#) article.