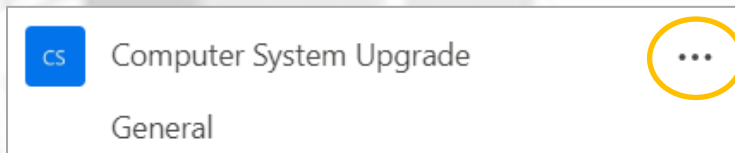**Microsoft Teams**

What are My Channel Options

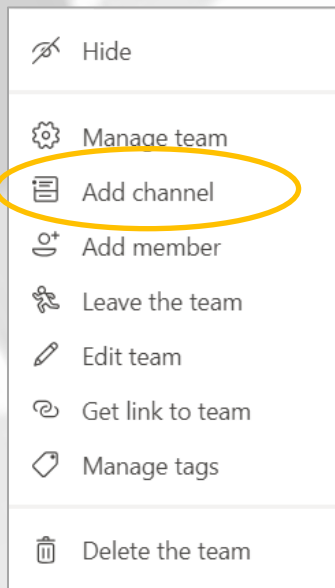*Creating a Channel takes a couple steps, making them work for you or your project is the key*

- **Channels** help you organize your thoughts, ideas, discussions and planning

- **Channels** don't always have to include every person from your Team

- You can create Private Channels within a Team so that only certain people have access

How to Create a Channel

- A Team should include everyone who may work on or be associated with a project

1. Channels create focus for your Team and project

2. Once you create a Team, a **General** Channel appears automatically

3. Hover the mouse over a Team and click the ellipses button to create a new Channel

4. Select **Add channel**

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Microsoft Teams

5. You will be prompted to enter a **Channel name**

Create a channel for "Computer System Upgrade" team

Channel name

Letters, numbers, and spaces are allowed

Description (optional)

Help others find the right channel by providing a description

Privacy

Standard - Accessible to everyone on the team

☐ Automatically show this channel in everyone's channel list

Cancel   Add

6. Once you enter a Channel name, click **Add**

Make Channels Private

Make Channels Private so that only certain people in a Team can have access

1. Before clicking **Add** to create a new Channel, you should select **Privacy** options

Create a channel for "Computer System Upgrade" team

Channel name

Financials

Description (optional)

Discussions regarding billing and funds for future technology projects

Privacy

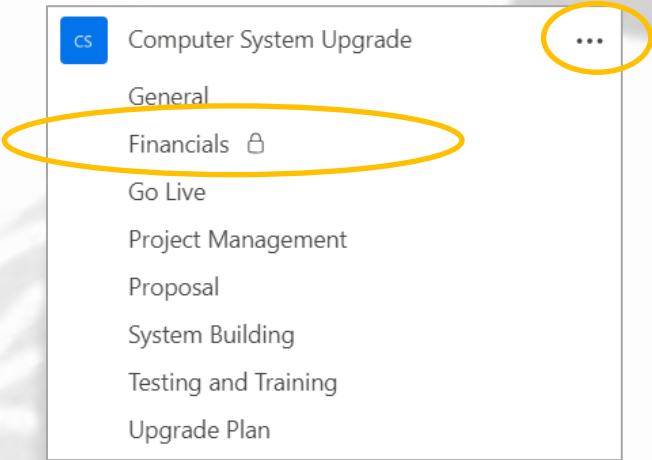Private - Accessible only to a specific group of people within the team

Cancel   Next
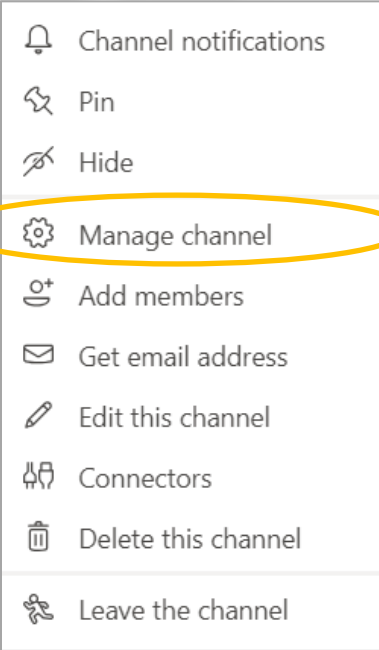
2. Select **Private** and then click **Next**

2

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3. Enter the name(s) of people who should have access to the Channel

Add members to the Financials channel

This is a private channel, so only the people you add here will see it.

| Start typing a name | Add |

You will see a padlock symbol next to a Channel that has been marked as Private

cs Computer System Upgrade ...
General
Financials 🔒
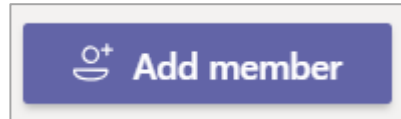Go Live
Project Management
Proposal
System Building
Testing and Training
Upgrade Plan

1. To add or remove people to a Channel, once it has been created, click the ellipsis

2. Select Manage Channel

🔔 Channel notifications
📌 Pin
🚫 Hide
⚙️ Manage channel
👤⁺ Add members
✉️ Get email address
✏️ Edit this channel
🎚️ Connectors
🗑️ Delete this channel
🏃 Leave the channel

Microsoft Teams

3.   The Manage Channel window will appear

   Add member

4.   Select _____ to add members to the Channel

5.   Click the **X** next to the names of any members you wish to remove from a Channel

Next Tip - Channel Notification and Mentions

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