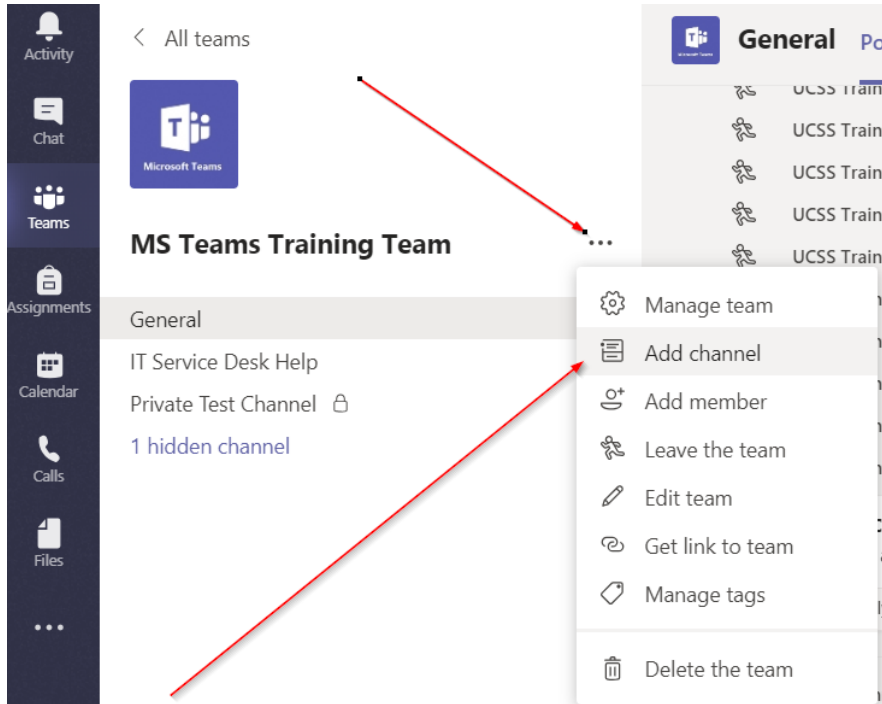


Create a Channel in a Microsoft Team:

Right Click on the Three Dots next to your Team name:



The Add Channel option will come up and you can Name your Channel, give is a description and choose Private or Public

Public – Anyone on your Team can see what is in this channel (Similar to the General Channel)

Private – You can specify Team member access to this channel (Recommended)

We recommend choosing the Private channel. Once you select a channel type you cannot change it later. With a private channel you can still give all team members access:

## Create a channel for "MS Teams Training Team" team

Channel name

Test Team Channel



Description (optional)

Creating a Test Channel

Privacy

Standard - Accessible to everyone on the team



Standard - Accessible to everyone on the team



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

Once you hit ADD then you will be able to add members and owners to this channel. You only can add people that are members of the overall Team.

Owners – People who can add/remove other team members to this Channel

Members – They can use the channel but not edit membership

Add all of your members:

### Add members to the Private Test Channel channel

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

ucss

Add



UCSS Training MGR  
UCSSTRAININGMGR

Close

Choose their membership type (Owner or Member) and hit Close

Your Channel has been added to the left side of the screen. Hit the three dots next to that channel to edit membership anytime.