

## Teams: Channels – Creating and Managing

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# Introduction

This guide will walk you through how to create and manage channels within the Microsoft Teams application. Channels can be created and managed by team owners, and allow the team to have that certain location dedicated to specific topics, projects, or other team needs.

# Creating a Channel

1. Select the three dots next to the team's name and select "Add channel".



#### 2. Fill out the form with your channel preferences including name and description, and click "Add" to submit.

Create a channel for "DEPT IT Help Desk" team



Cancel

3. You channel is now ready to use!

## Managing a Channel

### Editing a Channel

1. Select the 3 dots next to the name of the channel and select "Edit this channel".



#### Files

1. Select the "Files" tab to view or add files to the channel.

| < >                                   |   | ß | Search or type a command   |                 | - |         |  |
|---------------------------------------|---|---|--|-----------------|---|---------|--|
| Advity<br>Dist                        | Favorites<br>DEPT IT Help Desk<br>General |   | DEPT IT Help Desk > Channel 1 * ···<br><u>Conversations</u> Files +  |                 |   | Private |  |
| i i i i i i i i i i i i i i i i i i i | Channel 1                                 |   |  |                 |   |         |  |
| 88<br>8                               |   |   | Let's get the conversation star<br>Try @mentioning a student or teacher to begin sharing<br>to this Owl set this channel to be automatically shown in the channels list.<br>Start a new conversation. Type @ to mention someone. | ted<br>9 ideas. |   |         |  |
| -Ö-<br>Feedback                       | 85° Join or create a team                 | 0 |  |                 | Þ | -       |  |

#### Apps

1. Select "+" to browse additional apps to add to your channel.



| Turn your fav   | onte apps and | files into tabs | at the top of t | he channel. | Search         | Q                |
|-----------------|---------------|-----------------|-----------------|-------------|----------------|------------------|
| Tabs for your 1 | Excel         | Forms           | CneNote         | (Jan 1997)  | °n∕r<br>Panner | Cul)<br>Power Bi |
| P               | SharePoint    | ><br>Stream     | Website         |             | Word           | De               |
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### Deleting a Channel

1. Select the ellipses (•••) next to the channel name and then "Delete this channel"

