

Teams: Channels – Creating and Managing

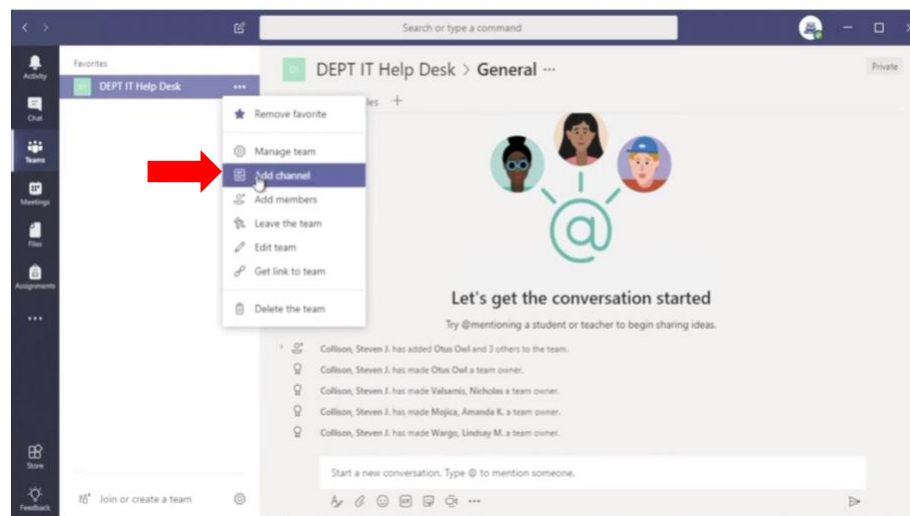
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Introduction

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

Channel name

Description (optional)

Automatically favorite this channel for the whole team

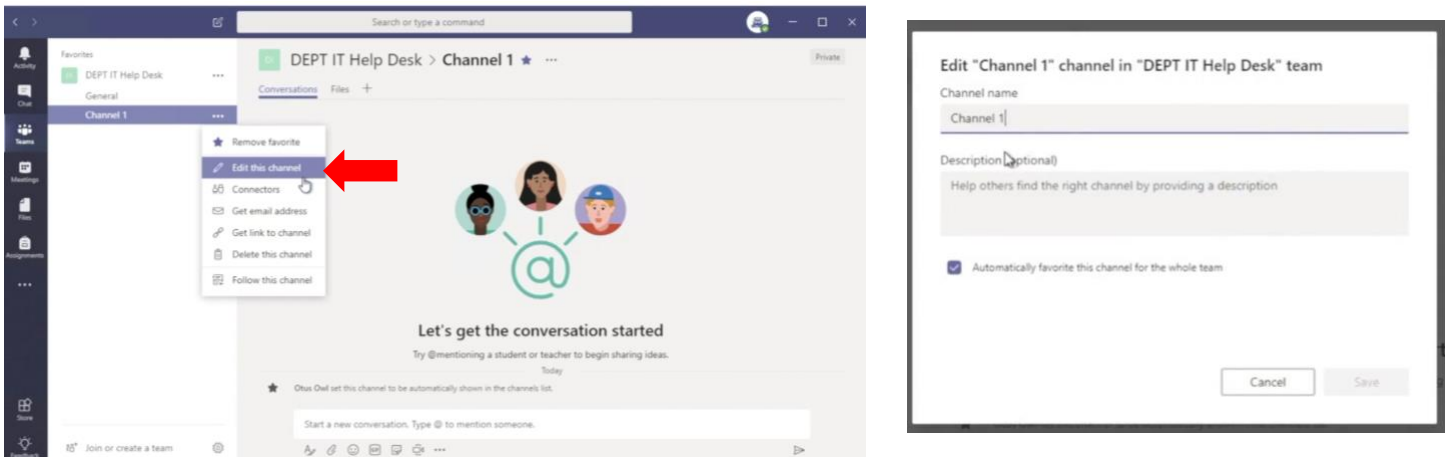
Cancel Add

3. Your channel is now ready to use!

Managing a Channel

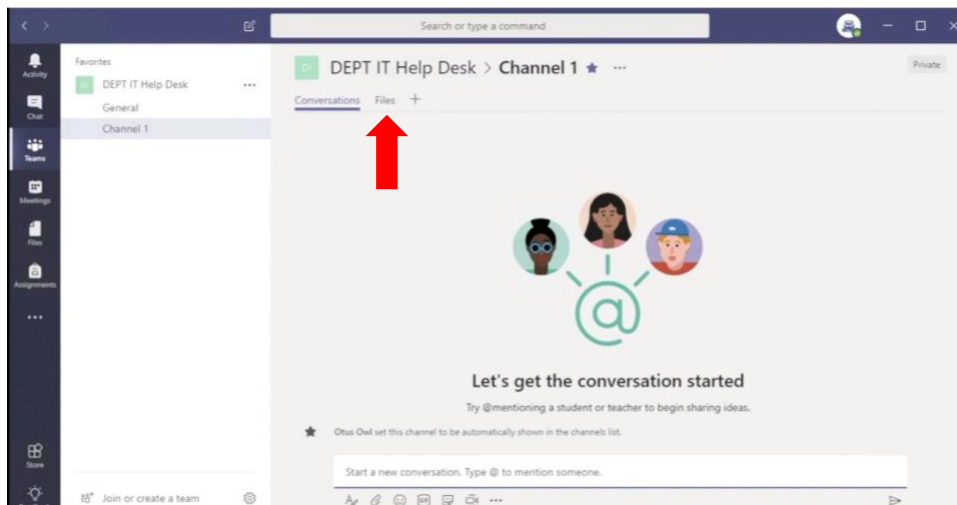
Editing a Channel

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



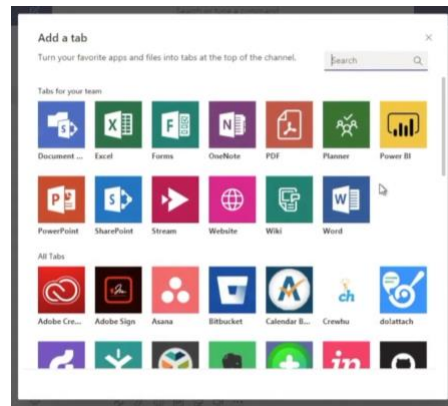
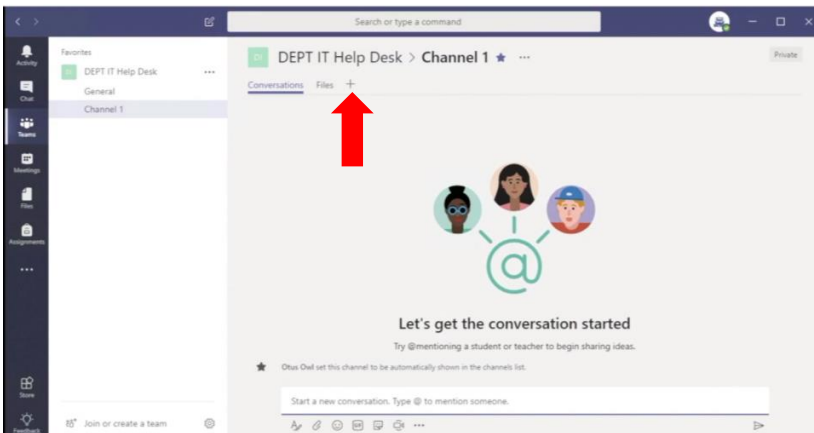
Files

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



Apps

1. Select “+” to browse additional apps to add to your channel.



Deleting a Channel

1. Select the ellipses (●●●) next to the channel name and then “Delete this channel”

