Channels in Teams are used to organize conversations, share files, chat and manage projects within a Team.

Creating a Private Channel in Teams - Desktop

1. Log into Teams and select the Team of your choice if you are an owner of multiple Teams.
2. Click on the Ellipsis to the right of your Team name.
3. Select add Channel.
4. Create a Channel name, add a Description (Optional), select your Privacy settings.

Note: Privacy Settings

   Standard - accessible to everyone on the Team is selected by default

   Private – accessible only to a specific group of people within the Team

5. Select Private and click Next.
6. Click Add to complete adding a Channel. The Channel should now be displayed in your Team.

Creating a Channel in Teams - Desktop

1. Log into Teams and select the Team of your choice if you are an owner of multiple Teams.
2. Click on the Ellipsis to the right of your Team name.
3. Select add Channel.
4. Create a Channel name, add a Description (Optional), select your Privacy settings.

Note: Privacy Settings

   Standard - accessible to everyone on the Team

   Private – accessible only to a specific group of people within the Team

5. Select Standard which is accessible to everyone by default.
6. To ensure that there are no hidden items, select the checkbox to automatically show this Channel in everyone’s Channel list.
7. Click Add to complete adding a Channel. The Channel should now be displayed in your Team.