

**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**.
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**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**.