

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

Creating a Private Channel in Teams – Mobile

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 **Manage Channels**.
4. Click the (+) to **Add Channel**.
5. 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

6. Select **Private** and tap the **Check Mark (located in the upper right)**.
7. In the **Add Members** window, **select** and **Add Member(s)**.
8. Tap the **Channel** Name you created, and the **Channel** should now be displayed in your **Team**.

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