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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