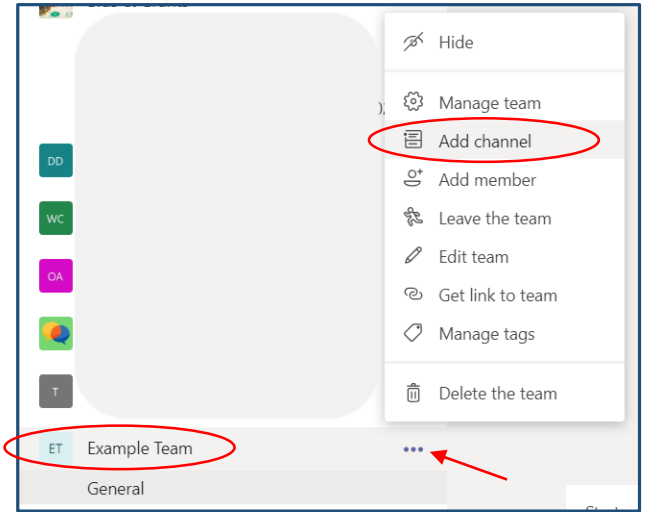




# A guide to the efficient use of channels in MS Teams

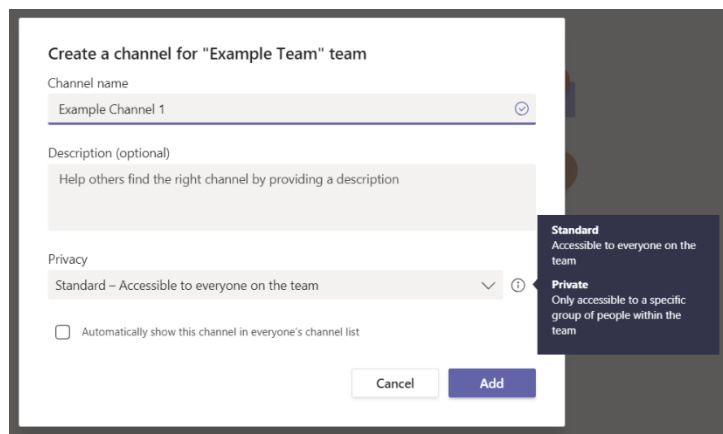


For the purposes of this guide an **'Example Team'** has been created.

Select the three dots and choose **'Add channel'** from the pop up menu.

Remember that only existing members of the 'Example Team' can be added to the channels within it. Channels are essentially subfolders of the main Team.

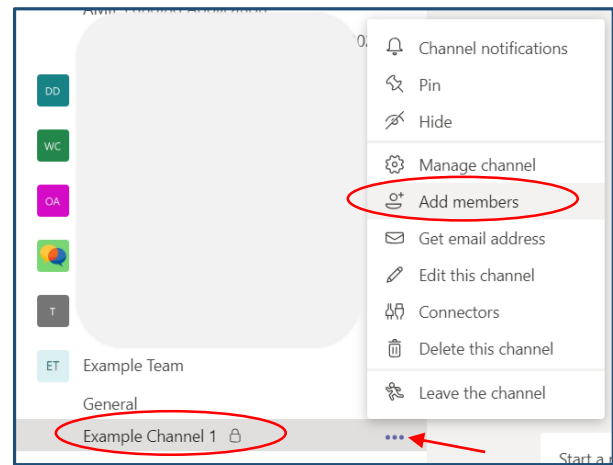
Note – All Teams have a default 'General' channel which is visible to all Team members.



Once **'Add channel'** has been selected you will be prompted to name it and choose the privacy settings.

A **'Standard'** channel will be accessible to all 'Example Team' members.

A **'Private'** channel will only be accessible to you as the Team owner and the individuals you choose from the existing 'Example Team' members.



A private channel (indicated by the padlock symbol) has been created called **'Example Channel 1'**

Select the three dots and choose **'Add members'**. You will now be able to add specific individuals to this channel from the 'Example Team' members.

It is possible to have up to 100 channels within one Team of which 30 can be private channels