

2.2.2 Creating Channels

This tutorial covers how to create a channel on Teams.

Channels can be used to organize specific topics or projects within your Team.

For example, you can create a channel called Student Questions to direct all questions into one central location.

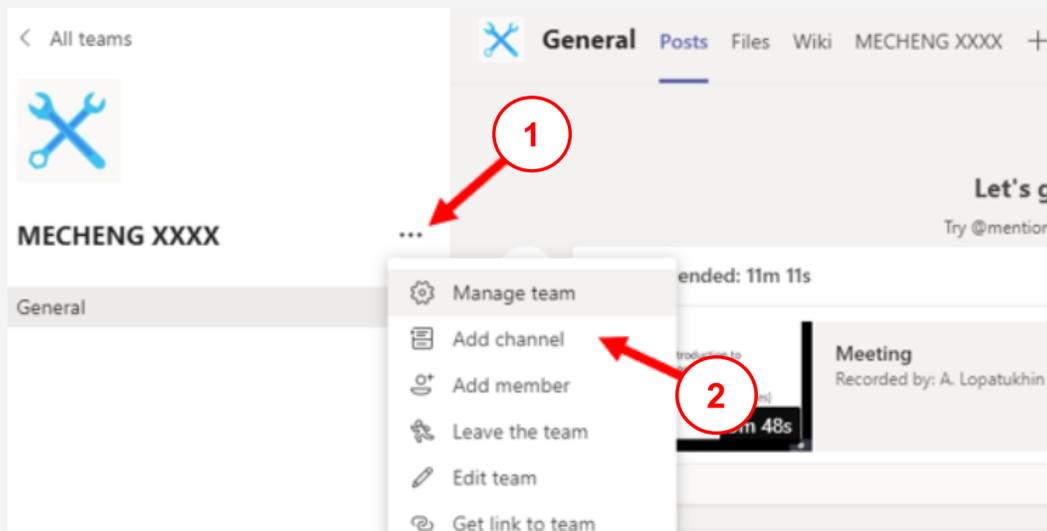
All channels you create will have their own set of tabs that act separately to the general channel. For example, a file uploaded in one channel will not appear in another channel, it will stay located in its origin channel.

TIP

Channels can be extremely useful for student group work. You can create a private channel for student groups where they can collaborate with each other and you can meet with them as well.

STEP 1

Open up your class team, select the three dots next to the team name to see more options. Select **Add Channel**



STEP 2

Choose your channel name and an optional description.

You can also set the privacy of a channel to be **Private** if you are creating student groups. Select **Automatically show this channel in everyone's channel list**. When finished select **Add**

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Create a channel for "MECHENG XXXX" team

Channel name

Letters, numbers, and spaces are allowed

Description (optional)

Help others find the right channel by providing a description

Privacy

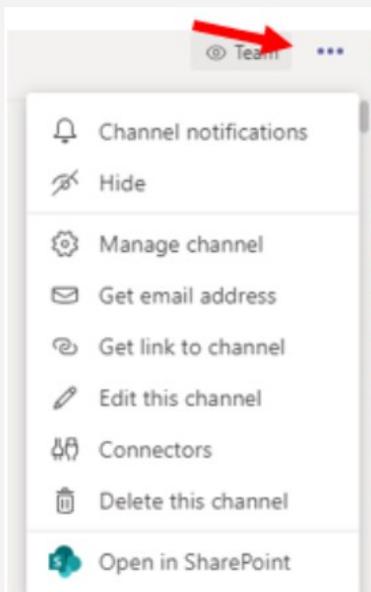
Standard - Accessible to everyone on the team



Automatically show this channel in everyone's channel list

STEP 3

You have now created a channel, select the 3 dots to the right of the page to see more editing features.



Select **Channel notifications** to alter your notification preferences regarding this channel.

Select **Manage channel** to set permissions for who can make posts in a channel.

- It is recommended you turn off post making capabilities in the **General** channel.

- The **General** channel can be left open for professor announcements and another channel can be used to collect all student questions.

Here is an example of what your channels can look like. I've created a channel for live drop-in hours, a channel for student questions, and private student group channels indicated by the lock icon

