



Collaborate in Teams and Channels

Overview of teams and channels

In Microsoft Teams, teams are groups of people brought together for work, projects, or common interests.

Teams are made up of two types of channels — standard (available and visible to everyone) and private (focused, private conversations with a specific audience). Each channel is built around a topic like "Team Events," a department name, or just for fun. Channels are where you hold meetings, have conversations, and work on files together.

The tabs at the top of each channel link to your favorite files, apps, and services.

Add a tab

- Select the plus sign next to the tabs.
For example, add Planner to create a project board for tracking team tasks.

Pin and unpin a channel

If you have a lot of channels, pin the most important ones to make them easy to find.

- To pin a channel, choose one to pin and then select **More channels > Pin**.
- To unpin a channel, choose one to unpin and then select **More channels > Unpin**, and to see what else you can do.

[Click to watch the "Overview of teams and Channels" video](#)

Create and use private Channels

If you need to have focused, private conversations with people on your team, create a private channel.

Most channels are standard ones — everyone on the team can see them as well as view and participate in conversations, share files, and more.

With a private channel, members of a team must be specifically added to it to participate, see content, and to see the channel appear in their list of channels.

Note: Team owners can create private channels, and allow members to create them. Whoever creates a private channel can add people to it.

Create a private channel

1. Go to a team you want to create a channel for, select **More options > Add channel**.
2. Type a name and description.



Collaborate in Teams and Channels

3. Under **Privacy**, select the down arrow and choose **Private - Accessible only to a specific group of people within the team**.
4. Select **Next**.
5. Type in the names of who you'd like to invite including guests.
Note: People must already be members or guests of a team to be added to a private channel.
6. Select **Add**.
People you've added will see it appear in their channel list with a lock next to the name. And to see everyone that's been added to a private channel, select the **Open people** pane.

Share a file and Meet Now

- When you share a file in a private channel, it's viewable and accessible only to people with access to the channel. These shared files live in a separate SharePoint site away from the standard channels. This ensure access only to members of the private channel.
- To meet with just the people in a private channel, select **Meet now**.

[Click to watch the "Create and use private channels" video.](#)

Show and hide channels

Show and hide channels in Microsoft Teams to keep up with important channels and hide the ones you don't need.

Hide or show a channel

- From within the channel, Select **More options** **...** > **Hide**.
- If you want to unhide the channel, select **hidden channels** > **Show**.

Customize channel notifications

1. Select **More options** **...** > **Channel notifications**.
2. Choose the settings you want such as new post notifications or channel mentions.
3. Select **Save**.
Notifications appear based on your preferred settings.

[Click to watch the "Show and hide channels" video.](#)




Collaborate in Teams and Channels



Work in channels

Conversations in channels can be seen and searched for by the entire team. You can participate in conversations, like or save important ones, mention specific people so they see your message, and even edit a file that's been added to the conversation.

Reply to a message

- Select  Reply, add your response, and press Enter.


Like or save a message

- Select  next to a message to show you liked it.
- Select  to save a message for later. Select your picture to see your saved messages.

Start a new conversation in a channel

- Enter your message in the Start a new conversation box, and press Enter.

Get someone's attention in the channel

- Type  in front of a team member's name while you're creating a message to include them in the conversation. The person will receive an @mention notice. You can @mention a team or channel, if your admin enables it.

See where you've been mentioned

- Look for the circle on the left next to Teams and Activity to see the number of times your name has been mentioned in a conversation.

Co-edit a file

1. If a document has been uploaded to a conversation or Files, select the file to open it.
2. Select Edit, and then select where to edit the file in the app or online.




Collaborate in Teams and Channels

3. Select  to continue the conversation while viewing or co-editing the file.

[Click to watch the “Work in Channels” video.](#)

Work on a file together

Working in Microsoft Teams lets you work on files together at the same time. Also, messages about the document stay with it and will show up in your team conversations.


1. In a team conversation or in the **Files** tab, select **More options**  next to the file.
2. Choose if you want to edit the file in Teams, on your desktop, or online.
3. Edit the file. Colored flags show who else is working on it with you.
4. Select **Start conversation** to add a message about the file.
5. Type your message or @mention someone and select **Send**.

[Click to watch the “Work on a file together video”.](#)

Send e-mail to a channel

If you need to communicate by email, send it to everyone in a channel.

Get and copy a channel's email

1. Select **More options**  > **Get email address**.
2. Select **Copy**.
3. Paste the copied email address into a new email.
4. Select **Send**.



Collaborate in Teams and Channels

Forward an email to a channel

1. Open the email you'd like to forward.
2. Paste the copied email address into the To line of your email.
3. Select **Send**.

[Click to watch the "Send e-mail to a channel" video.](#)

Create a plan with planner

Create a board with Planner to keep you and your team organized in Microsoft Teams.

1. In a channel, select **Add a tab**.
2. Select **Planner**.
3. Select **Create a new plan** or **Use an existing one**, and then select **Save**.
4. With a Planner board, you can:
 - Create buckets
 - Add and assign tasks
 - Update tasks
 - Chart progress

[Click to watch the "Create a plan with planner" video.](#)

For more information, please refer to the Microsoft training resource page [HERE](#)