

# GSD. MS Teams - How to Create a Channel in Microsoft Teams

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General Information:

Possible symptoms/errors:

How to Create a Channel in Microsoft Teams.

Alternative names of the system:

N/A

IMPORTANT NOTICE:

N/A

Solution:

In Microsoft Teams, teams are made up of channels. Channels are where user holds meetings, has team conversations, and share files and can be built by topic, department, or project.

Teams can have standard or private channels. Standard channels are those that are open for all members of the team, and anything posted is searchable by others. While private channels are those for discussion that should not be open to all members.

This article provides a guide on how to create or edit a standard or a private channel in Microsoft Teams.

Details:A. How to create a Standard channelMost channels are standard channels. If user wants to create a standard channel, advise them to:

1. Select Teams to go to their Teams' space.
2. Find the name of the team then click ... then select Add channel.
- Note: User can also select Manage teams then click Channels tab > Add channel.
3. Now, user needs to enter a name and description for their channel.
- Note: User can build a channel around a topic, project, department name, or whatever they like.
4. Under Privacy, they need to select Standard - Accessible to everyone on the team.
5. Advise the user to select Automatically show this channel in everyone's channel list if they want this channel to be automatically visible in everyone's channel list.
6. Once done, ask the user to click Add.
7. The created channel is now added to the list.
- Note: User can create up to 200 channels over a life of a team. This includes channels they create and later delete.

B. How to create Private channel

Only owners or members can access a private channel.

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:

Advise the user to go to a team they want to create a channel for, then to select More options > Add channel. Now, user can type a name and description. Under Privacy, user needs to select the down arrow and choose Private - Accessible only to a specific group of people within the team. Ask them to select Next. Then, to type in the names of who they'd like to invite including guests.

Note: People must already be members or guests of a team to be added to a private channel.

Then, to select Add. People the user has 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, user needs to select the Open people pane.

Share a file and Meet Now:

When user shares 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 ensures access only to members of the private channel. To meet with just the people in a private channel, user needs to select Meet now.

Assignment Group:

3rd Party e-mail address: One365Support@freseniusmedicalcare.com

Ticket Creation:

Template: N/A Categorization:

Configuration Item: N/A Category: N/A Subcategory: N/A

Important Links:

N/A