How do I Create Channels for a Microsoft Team

- 1. Navigate to the **Team** you want to add a **Channel**.
- 2. To the right side of the Team name click on the more options (...) Select Add channel > Enter Channel name > Add an optional Description.

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Hide	General
Manage team Add member Add channel Get link to team Leave team Manage tags	, Hidden teams
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3. Select a channel type.

Create a channel	
Channel name *	
Standard Everyone on the team has access.	
Shared People or teams in your org or outside your org can have access.	
Private Specific people on the team have access.	
Select	~

*Shared channels are perfect for cross-organizational projects or collaboration.

4. Create.