

Team Channels

Within a Team, you are able to make multiple channels. Each of these channels can have different permission levels, allowing certain or all users to view/post/interact with it, and can allow for organization of content within a team.

Creating a channel

1. Within your Team, click the 3 dots above the channels list, then click Add channel.



2. Depending on your use, give the channel an appropriate name, set the privacy level, and decide whether or not to display this channel for all users automatically. Then click **Add**.

Create a channel for "ABCD 101" team	
Channel name	
Study Hall	⊘
Description (optional)	
Help others find the right channel by providing a description	
Privacy	
Standard - Accessible to everyone on the team	~ 0
Automatically show this channel in everyone's channel list	
Cancel	Add



Channel Notifications

By default, notifications are disabled for a channel. This is a per-user setting, so **all members** will need to change it to enabled if that is desired. To enable notifications for a channel, follow the instructions below.

1. Click the 3 dots next to the channel name, then click **Channel notifications**.



2. From here, set the appropriate notification level you would like. **Banner and feed** will give you a pop-up on your device, as well as display it in the activity feed, and **Only show in feed** will only display in the activity feed (with no pop-up).

Channel notification settings ABCD 101 > Study Hall	×
All new posts Notify me every time there is a new post in this channel	Off 🗸 🗸
	Banner and feed
Channel mentions	Only show in feed
Noury me each ume this channel is mentioned	Off
Reset to default	Cancel Save



Permissions

In some cases, you may not want everyone to be able to post in a Teams channel. For instance, a Lectures channel where all lecture meetings take place and recordings exist should not be cluttered with general chat. To set permissions on a channel:

ABCD 101	
General	
Study Hall	
	Channel notifications
	🚿 Hide
	🔊 Manage channel
	🖾 Get email address
	 Get link to channel
	Ø Edit this channel
	Delete this channel

1. Click the 3 dots next to the channel name, then click Manage channel.

2. From within the Permissions page, set **Channel moderation** to **On**. When moderated, only moderators can start a new post, but everyone can reply to a post. You can disable responses as well by unchecking the **Allow members to reply to channel messages** checkbox.

+ Permissions	Set channel moderation preferences
	Channel moderation
	On 🗸
	Who are the moderators?
	Team owners Manage
	Who can start a new post?
	Only moderators
	Team member permissions
	Allow members to reply to channel messages
	Allow bots to submit channel messages
	Allow connectors to submit channel messages