

Create additional channels in teams

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FAQ Article Print

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Keywords

Teams communication messages file sharing standard private shared channel channels documentation manual

Solution (public)

Each team contains channels. Each channel is built around a topic such as team activities, a department name, etc. Meetings and conversations take place in a channel, and files can be collaborated on. Each channel also contains tabs (e.g. Messages, Shared, etc.).

Manuals

All documentation about standard channels, private channels and shared channels in Microsoft Teams can be found at [1]First things to know about channels in Microsoft Teams (Microsoft).

Some tips for administrators of a Microsoft Teams team

Where possible, add a channel instead of creating a new Team. To add a channel, click on the three dots (...) next to the team name and then on "Add channel". Keep the number of channels limited. Think carefully about when/why a channel is needed, because channels are mainly used to concentrate/organise discussions. your channel names, because renaming channels is a bad idea as the naming on the underlying SharePoint Online site does not change and cannot be manually adjusted there. Channel names are also automatically sorted alphabetically, although you can (if necessary) determine the order by using numbers in the naming.

Teams can contain [2]standard channels, private channels and shared channels, but the rights to create shared channels are only granted after consultation with ICT. Add a few tabs to your channels to make important information quickly accessible. If necessary, change the [3]moderator roles and settings for a channel in Microsoft Teams. If a channel is no longer relevant or is no longer used, you can archive it or (as a last resort) delete it. All channels can be deleted except for the General channel. If you delete a channel, you will lose the chats/conversation history of the channel. The channel folder will remain in the document library of the underlying SharePoint site, and OneNote sections linked to the channel will also remain on your team's SharePoint site.

Some general tips

[4]Use @mentions to get someone's attention in Microsoft Teams (Microsoft) You can set which (type of) notifications you receive about activity in a channel. Click the three dots next to the channel name and select [5]Channel notifications.

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[1] <https://support.microsoft.com/en-us/office/first-things-to-know-about-channels-in-microsoft-teams-8e7b8f6f-0f0d-41c2-9883-3dc0bd5d4cda>

[2] <https://ugentbe.sharepoint.com/sites/M365Kennispatform/SitePages/NieuwTeamvskanaal.aspx>

[3] <https://support.microsoft.com/en-gb/office/change-moderator-roles-and-settings-in-a-channel-in-microsoft-teams-6ac54758-3440-4f6a-9bd5-cebf97cb7ea6>

[4] <https://support.microsoft.com/en-us/office/use-mentions-to-get-someone-s-attention-in-microsoft-teams-eb4f059d-320e-454e-b111-03361d4d6855>

[5] <https://support.microsoft.com/en-us/office/catch-up-on-channel-messages-in-microsoft-teams-56cae2de-69c0-445e-ae7f-7d8f5d205857>

Symptom (public)

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