

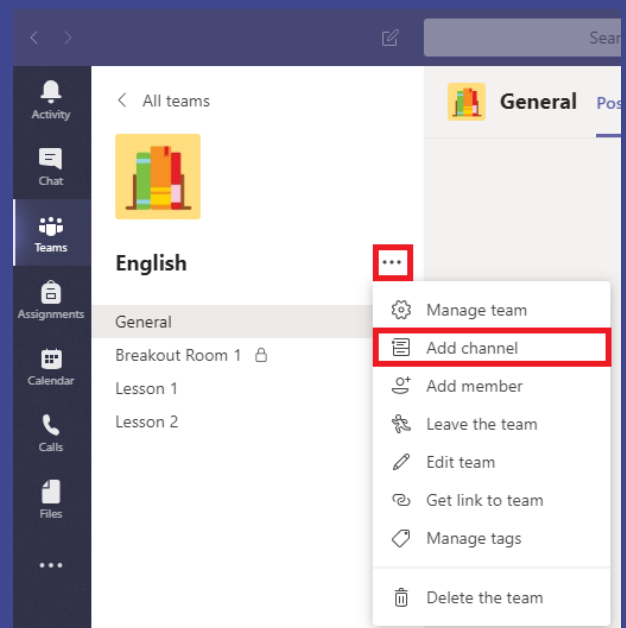
MICROSOFT TEAMS

How to add a private channel to a team

1 Open the Manage Team options

Open the manage team options from the class you want to add the channel to.

Click add channel.



2 Name your new channel

Type the channel name and a description for your new channel.

Change privacy to private.

Click next.

A screenshot of the 'Create a channel for "English" team' dialog box. The dialog has a title bar and a close button. It contains the following fields:

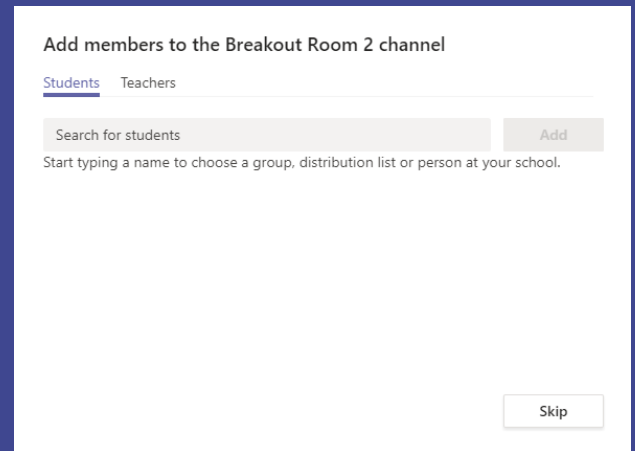
- Channel name:** A text input field with the value 'Breakout Room 1'.
- Description (optional):** A text input field with the placeholder text 'Help others find the right channel by providing a description'.
- Privacy:** A dropdown menu with the selected option 'Private - Only accessible to a specific group of people within the team'.

At the bottom right, there are two buttons: 'Cancel' and 'Next'.

3 Add students to the private channel

Type the name of the student or students you want to access the private channel. You can also type a group name here.

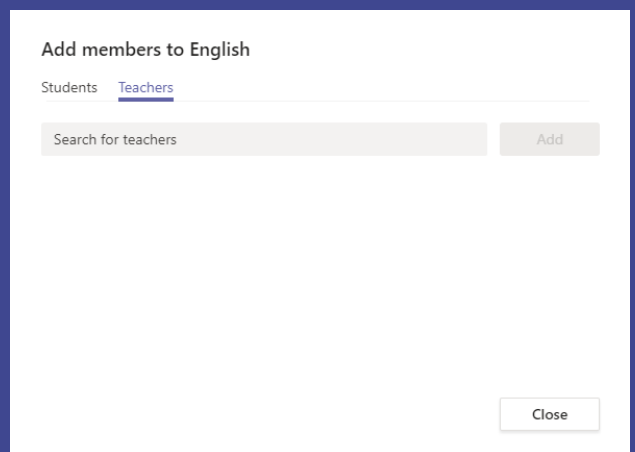
Click add.



4 Add teachers to the private channel

Then click the teachers tab and type the name of additional teachers that you want to access the private channel.

Click add, then close.

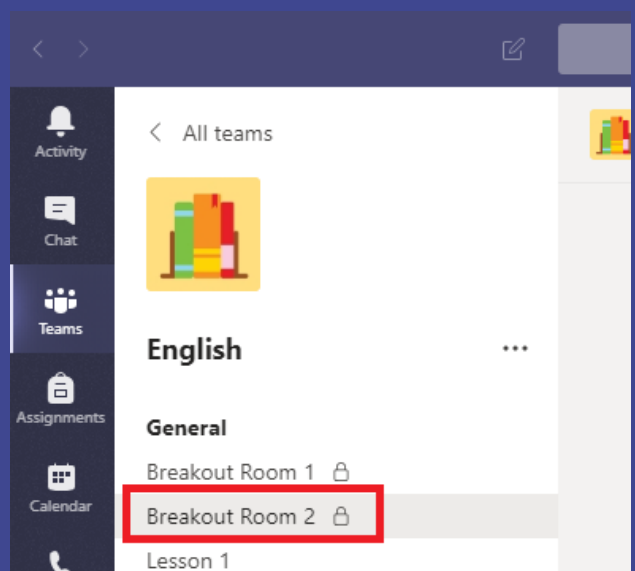


4 Your private channel is ready!

Your private channel will now appear in the channel list for you and any teachers and students you added.

It will not be visible to anyone else.

The padlock next to the channel name tells you that this is a private channel.



Why not try...

- Using private channels as breakout spaces for your students. Assign small groups of students to each room to create a more focused working environment.
- Create a private channel as a teacher planning workspace within your classes.

More information

- Private channels are a separate site within SharePoint which means all files, OneNote notebooks, and other resources are distinct from the main team.
- You cannot turn a private channel into standard channel or vice versa.

Stuck and need some help?

- Ask a question on the ClassThink forums, a friendly community of likeminded educators.