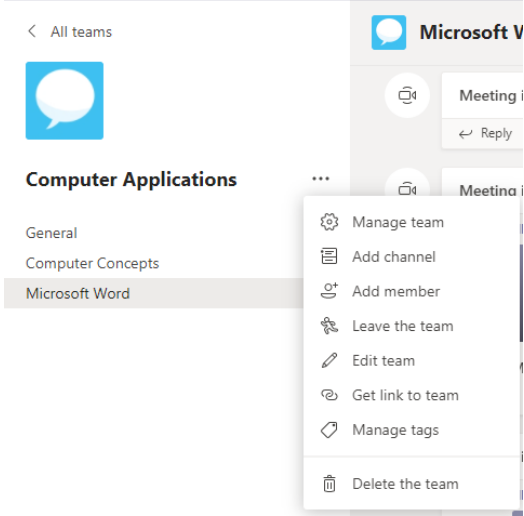
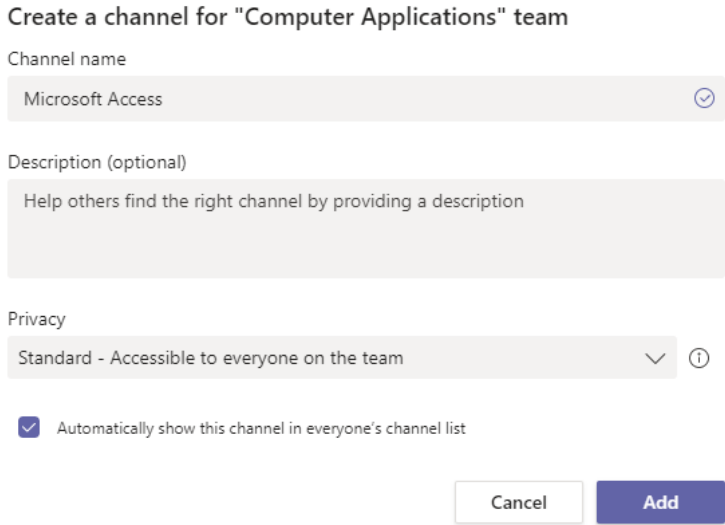


# Create a Channel

## Create a channel

<p>1. Go to a team you want to create a channel for, select <b>More options &gt; Add channel</b>.</p>	 <p>The screenshot shows the Microsoft Teams interface. At the top, it says '&lt; All teams'. Below that, there's a blue speech bubble icon. The team name 'Computer Applications' is displayed. Underneath, there are three channels: 'General', 'Computer Concepts', and 'Microsoft Word'. A three-dot menu is open over the 'Computer Applications' team, showing options: 'Manage team', 'Add channel', 'Add member', 'Leave the team', 'Edit team', 'Get link to team', 'Manage tags', and 'Delete the team'. The 'Add channel' option is highlighted.</p>
<p>2. Type a name and description. 3. Under <b>Privacy</b>, select the down arrow and choose <b>Standard</b> – Accessible to everyone on the team -OR- <b>Private</b> - Accessible only to a specific group of people within the team. 4. Specify if you want to automatically show this channel in everyone’s list. 5. Click <b>Add</b>.</p>	 <p>The screenshot shows the 'Create a channel for "Computer Applications" team' dialog box. It has the following fields and options: - Channel name: 'Microsoft Access' (with a checkmark icon) - Description (optional): 'Help others find the right channel by providing a description' - Privacy: 'Standard - Accessible to everyone on the team' (with a dropdown arrow and an info icon) - A checked checkbox: 'Automatically show this channel in everyone's channel list' - Two buttons at the bottom: 'Cancel' and 'Add'.</p>