

Overview of teams and channels

Try it!

In Microsoft Teams, teams are groups of people brought together for work, projects, or common interests.

Teams are made up of two types of channels — standard (available and visible to everyone) and private (focused, private conversations with a specific audience). Each channel is built around a topic like "Team Events," a department name, or just for fun. Channels are where you hold meetings, have conversations, and work on files together.

The tabs at the top of each channel link to your favorite files, apps, and services.

Add a tab

- Select the plus sign next to the tabs.
For example, add Planner to create a project board for tracking team tasks.

Pin and unpin a channel

If you have a lot of channels, pin the most important ones to make them easy to find.

- To pin a channel, choose one to pin and then select **More options** **...** > **Pin** .
- To unpin a channel, choose one to unpin and then select **More options** **...** > **Unpin** , and to see what else you can do.

Show and hide channels

Try it!

Show and hide channels in Microsoft Teams to keep up with important channels and hide the ones you don't need.

Hide or show a channel

- From within the channel, Select **More options** **...** > **Hide**.
- If you want to unhide the channel, select **hidden channels** > **Show**.

Customize channel notifications

1. Select **More options** *** > **Channel notifications**.
2. Choose the settings you want such as new post notifications or channel mentions.
3. Select **Save**.

Notifications appear based on your preferred settings.

Tip: Send email to a channel

Try it!

If you need to communicate by email, send it to everyone in a channel.

Get and copy a channel's email

1. Select **More options** *** next to the channel's name, and choose **Get email address**.
2. Select **Copy**.
3. Paste the copied email address into a new email.
4. Select **Send**.

Forward an email to a channel

1. Open the email you'd like to forward.
2. Paste the copied email address into the **To** line of your email.
3. Select **Send**.

Create a plan with Planner

Try it!

Create a board with Planner to keep you and your team organized in Microsoft Teams.

1. In a channel, select **Add a tab**.
2. Select **Planner**.
3. Select **Create a new plan** or **Use an existing one**, and then select **Save**.
4. With a Planner board, you can:
 - Create buckets
 - Add and assign tasks

- Update tasks
- Chart progress