

Office 365 Resources

Tabs

 Tabs can be added to channels in Teams to allow members to work with apps and files without leaving Teams. By default, each channel contains a Posts and Files tab. To get started, click on the channel where you would like to add an app or file. 	 All teams Ceneral Ceneral Tech Facilitator Channel Tech Facilitator Channel Conversations and Questions Conversations and Questions Channels, Tabs, and Files Conversations Meetings Class Team Management Support Meetings - Every Monday at
2. Click the + icon	📆 1 🚍 Channels, Tabs, an Posts Files Notes 🕂
 3. Click the app or file type you would like to add. *Tabs can be added for a variety of things such as websites, Forms, or a Whiteboard. Some tabs will not be available in private channels. Permissions can be set to allow only the owner, or the owner and team members to create, update, and remove tabs. 	Add a tab \times Turn your favorite apps and files into tabs at the top of the channel More appsSearch QRecent \checkmark \bigcirc \bigcirc \bigcirc \bigcirc Website \bigcirc

About X A Wak 4. For example, to add a website: Tab name -Click Website Website -Enter the tab name URL* -Enter the URL including the https:// Paste your link here -Check or uncheck the box next to **Post** *Make sure you're only linking to sites that start with 'https://' and contain trustworthy web conten to the channel about this tab That way, you and your team can stay secure. -Click Save Post to the channel about this tab Back