

## **Office 365 Resources**

## Tabs

<ol> <li>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.</li> <li>To get started, click on the channel where you would like to add an app or file.</li> </ol>	<ul> <li>All teams</li> <li>Ceneral</li> <li>Ceneral</li> <li>Tech Facilitator Channel </li> <li>Tech Facilitator Channel </li> <li>Conversations and Questions</li> <li>Conversations and Questions</li> <li>Channels, Tabs, and Files</li> <li>Conversations</li> <li>Meetings</li> <li>Class Team Management</li> <li>Support Meetings - Every Monday at</li> </ul>
2. Click the + icon	📆 1 🚍 Channels, Tabs, an Posts Files Notes 🕂
<ul> <li>3. Click the app or file type you would like to add.</li> <li>*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.</li> </ul>	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