

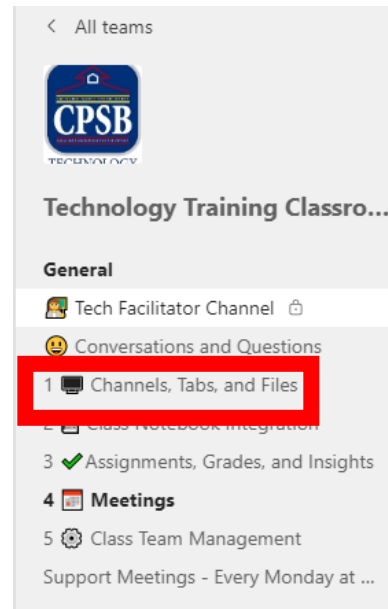


Office 365 Resources

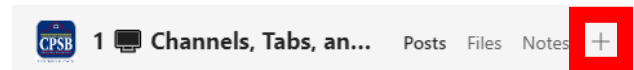
Tabs

1. 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.

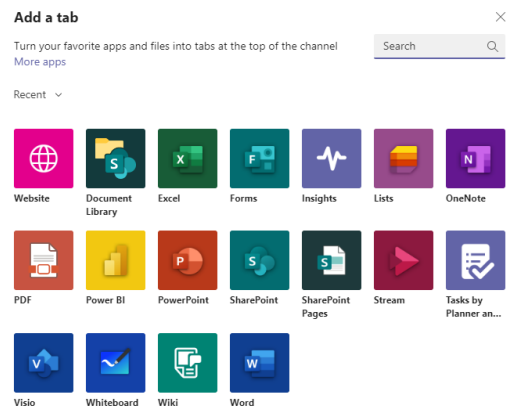


2. Click the + icon



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.



4. For example, to add a website:
- Click **Website**
 - Enter the tab name
 - Enter the URL including the https://
 - Check or uncheck the box next to **Post to the channel about this tab**
 - Click **Save**

Website About X

Tab name
Website

URL*
Paste your link here

*Make sure you're only linking to sites that start with 'https://' and contain trustworthy web content. That way, you and your team can stay secure.

Post to the channel about this tab

Back Save