



# Office 365 Resources

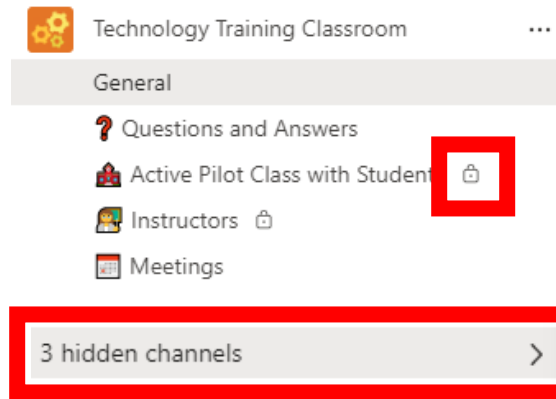
## Teams Channel Management

1. Teams Channels are dedicated sections within a Team to keep conversations and files organized.

Channels with a lock indicate that they are private and not available to all in the Team.

Hidden simply means that the menu list of channels has been condensed. Click to expand and select a channel.

Team Owners manage the channels and channel settings.

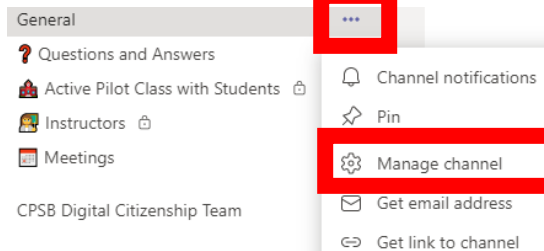


2. The General Channel is the landing place of the Team. Here, everyone who is added to the Team can access the Posts, Files, and if a Class Team, the Class Notebook (if added), Assignments, and Grades.

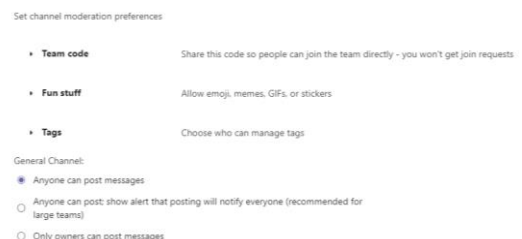
The teacher can access the Class Team Insights tab as well and can use the + to add additional tabs for the channel.

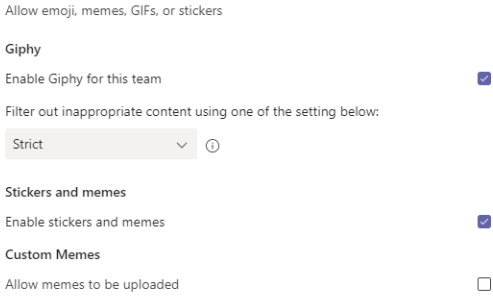
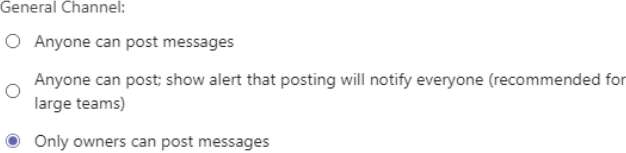
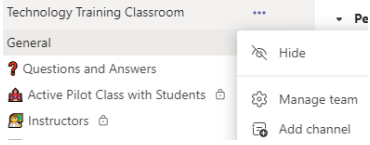
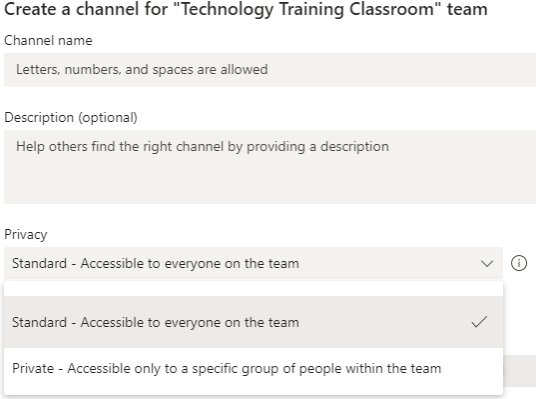


3. To Manage a channel, click the *ellipsis* found to the right of the channel. Select **Manage channel**.



4. Here, the Team Owner can set channel moderation preferences.



<p>5. Under <i>Channel settings &gt; Permissions &gt; Fun stuff</i>, teachers can opt to disable Giphy, stickers and memes, and choose whether or not custom memes can be uploaded.</p>	 <p>Allow emoji, memes, GIFs, or stickers</p> <p>Giphy Enable Giphy for this team <input checked="" type="checkbox"/></p> <p>Filter out inappropriate content using one of the setting below: Strict</p> <p>Stickers and memes Enable stickers and memes <input checked="" type="checkbox"/></p> <p>Custom Memes Allow memes to be uploaded <input type="checkbox"/></p>
<p>6. Under <i>General Channel</i>, teachers can determine permissions for the Posts tab.</p> <p>Some teachers might find it beneficial to set the permissions for Only owners can post messages to keep the landing spot in the team. This keeps the General Posts channel free of too much information and can be the place for class announcements.</p>	 <p>General Channel:</p> <p><input type="radio"/> Anyone can post messages</p> <p><input type="radio"/> Anyone can post; show alert that posting will notify everyone (recommended for large teams)</p> <p><input checked="" type="radio"/> Only owners can post messages</p>
<p>7. To add a channel, click on the ellipsis beside the team name and select <b>Add channel</b>.</p>	
<p>8. When the pop-up appears, complete the information as needed.</p> <p><b>Channel name:</b> Type the name of the channel. Can use the <b>Windows + .</b> keys to use the emoji keyboard to add an icon for students to easily identify channels.</p> <p><b>Description:</b> This is optional.</p> <p><b>Privacy:</b> Select <i>Standard</i> for the channel to be <i>Accessible to everyone on the team</i>. This provides access to Posts, Files, and any other tabs added to the channel. Select <i>Private</i> for the channel to be <i>Accessible to only a specific group of people within the team</i>. This is beneficial for differentiating content and discussions within a Team.</p>	 <p>Create a channel for "Technology Training Classroom" team</p> <p>Channel name Letters, numbers, and spaces are allowed</p> <p>Description (optional) Help others find the right channel by providing a description</p> <p>Privacy Standard - Accessible to everyone on the team <input checked="" type="checkbox"/></p> <p>Standard - Accessible to everyone on the team <input type="checkbox"/></p> <p>Private - Accessible only to a specific group of people within the team <input type="checkbox"/></p>
<p>9. To adjust channel settings, click the <b>ellipsis</b> beside the channel name and select <b>Manage channel</b>.</p>	