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Launch Tip of the Month
July 2021

Microsoft Teams provides a great tool for sharing information with everyone on your team called a Channel. Information that is added to a Standard Channel is visible to every member of the team.

Sometimes, you will want to share confidential information with some members of the team, but not all memebers. In the past, this was handled with group chats. Microsoft Teams now provides a new way to achieve this, called Private Channels.

To create a Private Channel…

1. Click the ellipsis (…) next to the team name.
2. Click Add channel.
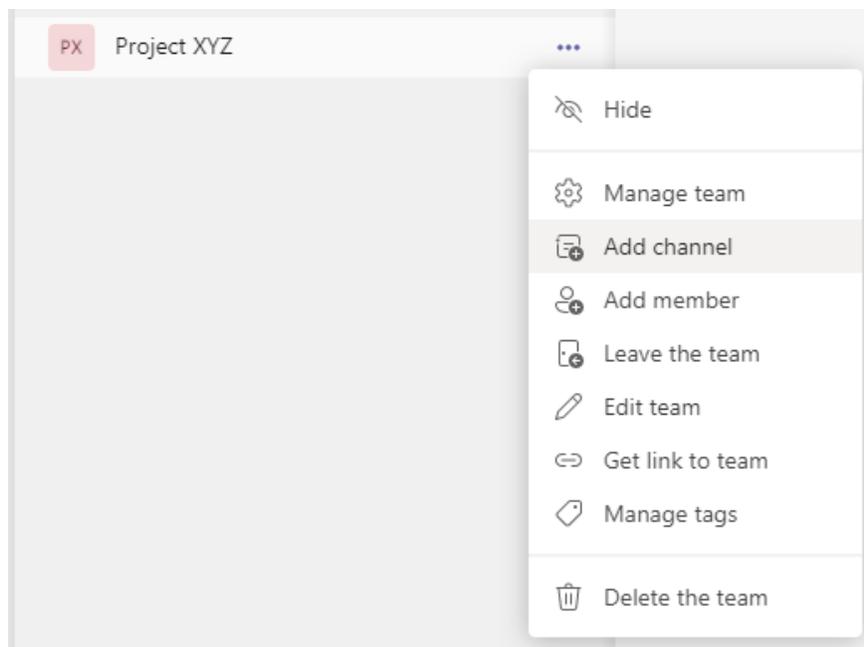
3. Name the channel and add a description.
4. Select Private so that only people you select can access the channel.
5. Click Next.

Create a channel for "Project XYZ" team

Channel name

Customer Pricing

Description (optional)

Prices charged to our customers for our services

Privacy

Private - Accessible only to a specific group of people within the team ⌄ ⓘ

Standard - Accessible to everyone on the team

Private - Accessible only to a specific group of people within the team ✓

6. Select who can access the channel by typing their names and clicking the Add button.

Add members to the Customer Pricing channel

This is a private channel, so only the people you add here will see it.

Start typing a name   Add

Note: When you create a Private channel, a lock icon appears next to the name of the channel.

▾ PX Project XYZ

General

Announcements 📢

Customer Pricing 🔒

Planning

Resources
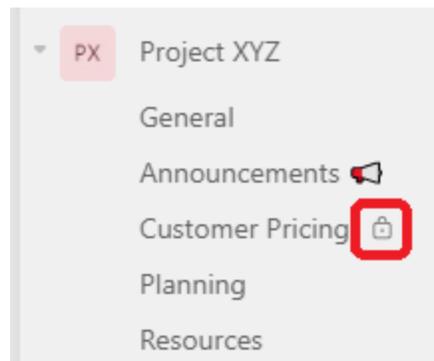
Want to learn more about Microsoft Teams? Launch offers a three-hour instructor-led class at your site or via the web to expose you to this powerful program.

Featured Course: Getting Started with Microsoft Teams

- Creating Teams and Channels
- Creating One-on-one and Group Chats
- Setting up Meetings and Understanding Meeting Features
- Uploading Files to the Team
- Adding Files, Websites, Notebooks and More as Tabs
- Adding Apps as Tabs
- Creating Wikis
- Working with the Command Box
- Changing your Availability
- Tips, Tricks and Best Practices

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