Managing Microsoft Teams Channels
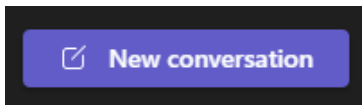
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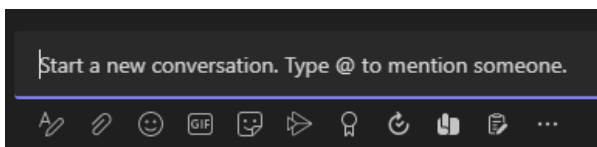## Making a new Post in a Channel

1. Navigate to the General Channel of your Teams, then go to the Posts tab.
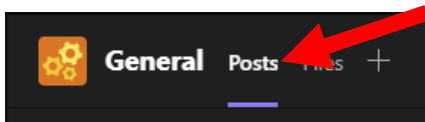
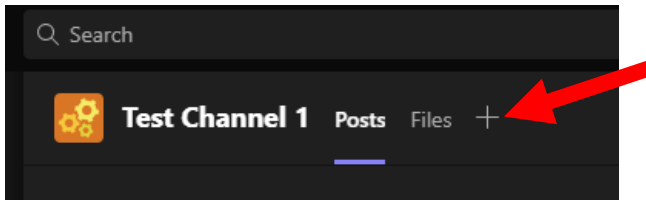2. At the bottom of the window, click on **New conversation**.

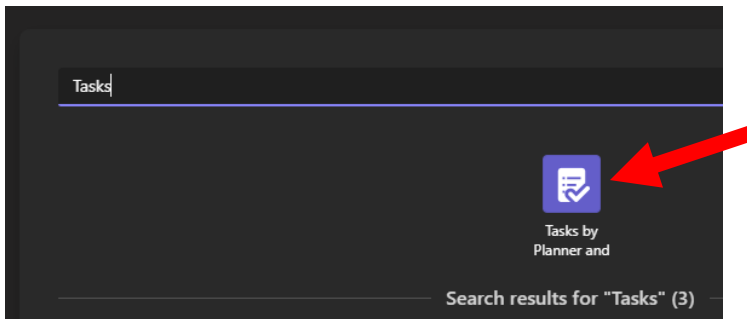3. Type in your message to post. You can use the @ symbol to tag people to the post.

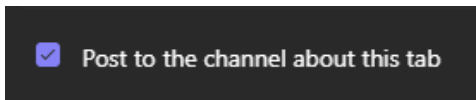# Adding a Project Board to the General Channel

1. Navigate to the General Channel in your Teams.

2. At the top of the Teams window, click on the plus '+' icon to open the App finder.

3. Search and select the **Tasks by Planner and To Do** app.

4. Make sure **Create a new plan** is checked. Then, enter in a name for the project board.

5. (Optional) Uncheck 'Post to the channel about this tab' if you want to avoid making an automatic post about the channel being created in the Post tab.


6. Click **Save** to create the project board.

Note: Due to a Microsoft dev bug, a Task/Planner tab can only be added to the General channel of a Team. It cannot be currently added to a private channel in a Team.

Managing Channel Notifications

1. Right click on the Channel you want to edit the notifications for.

2. Navigate to **Channel notifications > Custom**

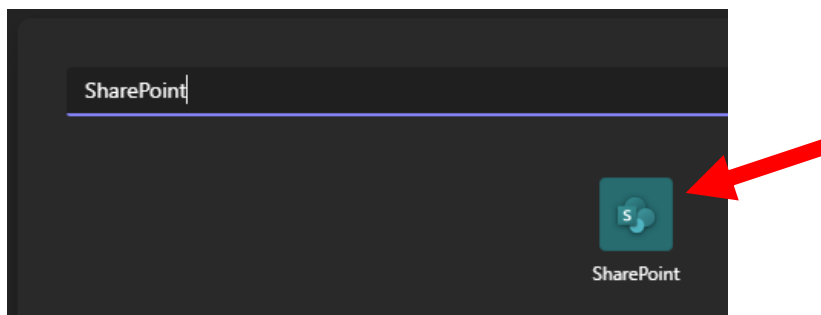3. Change your notifications settings as desired.
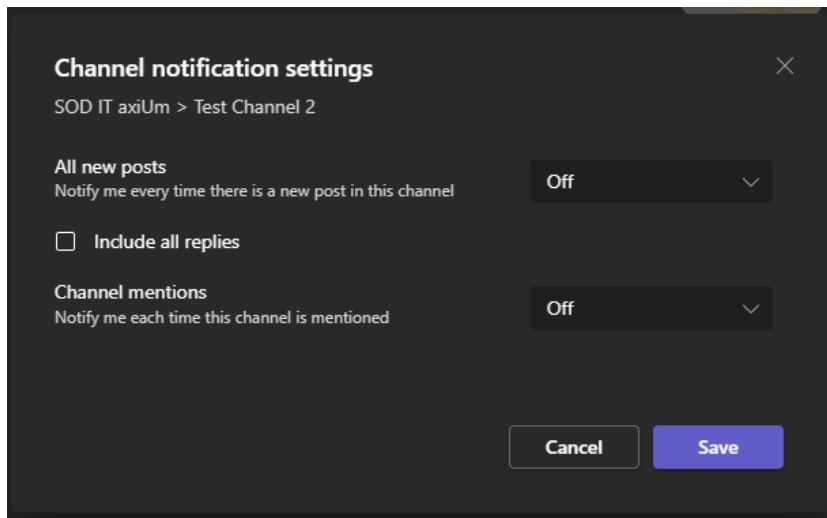
4. Click **Save** to save the changes.
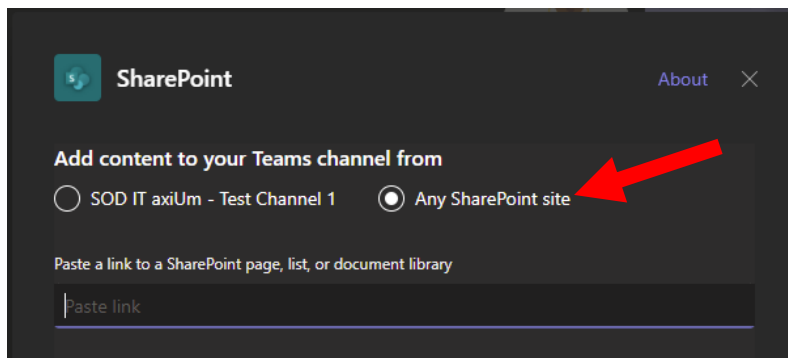
Add an Existing SharePoint Site as a Tab

1. Click on the Channel you want to add the existing SharePoint Site to.

2. At the top of the Teams window, click on the plus '+' icon to open the App finder.
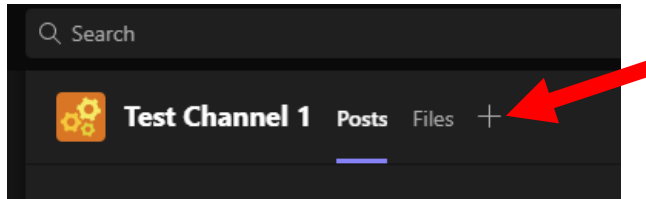
3. Search and select the **SharePoint** app.

4. In the new Window, check **Any SharePoint site**:

5. Paste in the link of the SharePoint site you would like to add.

6. (Optional) Uncheck **Post to the channel about this tab** to avoid other users getting a notification in that channel.

7. Click on **Save**

8. The SharePoint site will now appear as a tab at the top. You can click on it to view the site within Teams.
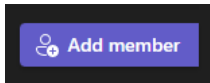
Adding Users to a Team
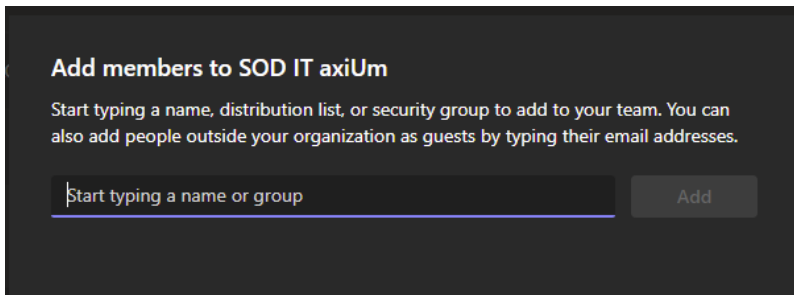
Note: You must be an Owner of a Team to add new users.

1. Navigate to your Team and click on the `...` icon next to the Team name.
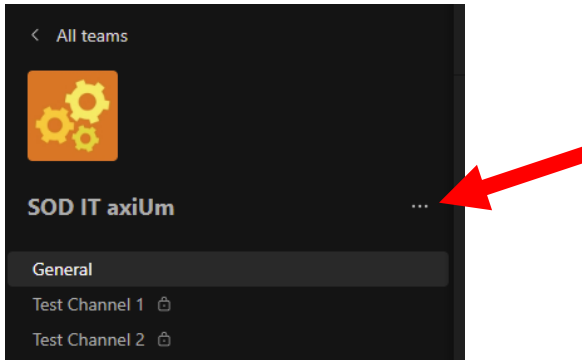
2. Click on **Manage Team**.

3. In the new area, click on **Add member**

4. Find the user by their NetID or full name. Click **Add** to add them to the Team.


5. Once added, click on **Close**. The user will now be added as a member of the team.

Note: The user will receive a Teams notification that they have been added to the Team.
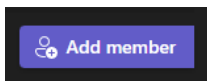
Adding Members to a Channel

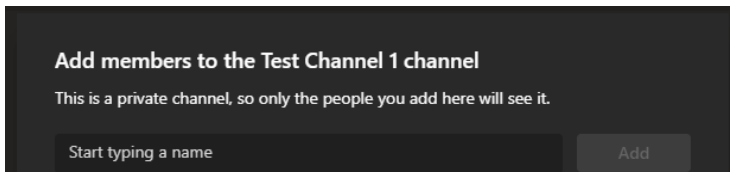**Note:** A user must first be added to the Team before they can be added to a Channel.

1. Navigate to your Team and highlight the channel you want to add the user to.

2. Click on the ⋯ icon next to the channel.

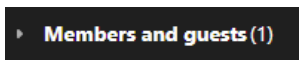3. Click on **Manage Channel**
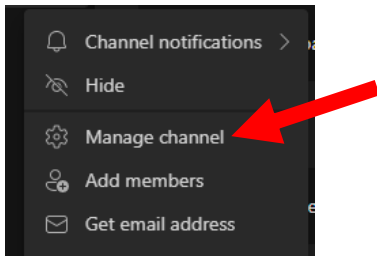
4. In the new area, click on **Add Member**

5. Find the user to add either by their NetID or full name. Click **Add** to add them to the channel.

6. The newly added user will appear under the 'Members and guests' area. They will now be able to see the channel and its contents.

Note: The user will receive a Teams notification that they have been added to the channel.