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# A Microsoft Teams Guide:

## Managing Teams. Teams, Channels and notifications

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# Create your first teams

Setting up and using your first set of teams and channels should reflect and build upon your organisations already existing structure. Use the same Team names here that you would when discussing the teams in your business.

## [Suggestions for your first teams and channels](#)

A team is a collection of people who gather around a common goal. Channels are the collaboration spaces within a team where the actual work gets done.

We suggest you start with a public “Everybody” team where all your staff can participate and then create additional private teams based on your company’s activities. These will typically represent subsets or Teams of people within your organisation often divided by role or department.

### [Public Team](#)

Public teams are public and visible to all staff. You may wish to publish Public channels here for the benefit of all staff

### [Private Teams](#)

Private teams will only be accessible by the users or members that you as the team owner invite

### [Create a team](#)

On the left side of Teams, click Teams, at the bottom of the teams list, click Join or create a team, and then click Create a new team.

Once you've created the team, invite people to join it. You can add individual users, groups, and even entire contact groups (formerly known as "distribution lists").

### [Add a member and promote a team member to owner](#)

**Add Member** - Find the team that you created, click More options ‘’ > Manage team. Then go to the Members tab. Click add people and then type in the names of the users you want then click Add then click Close.

**Promote to owner** – In the same view (‘’ > Manage team > go to Members tab. Click on the list of members to expand the view, Find the people you want to designate as team owners. Under Role, click Owner.

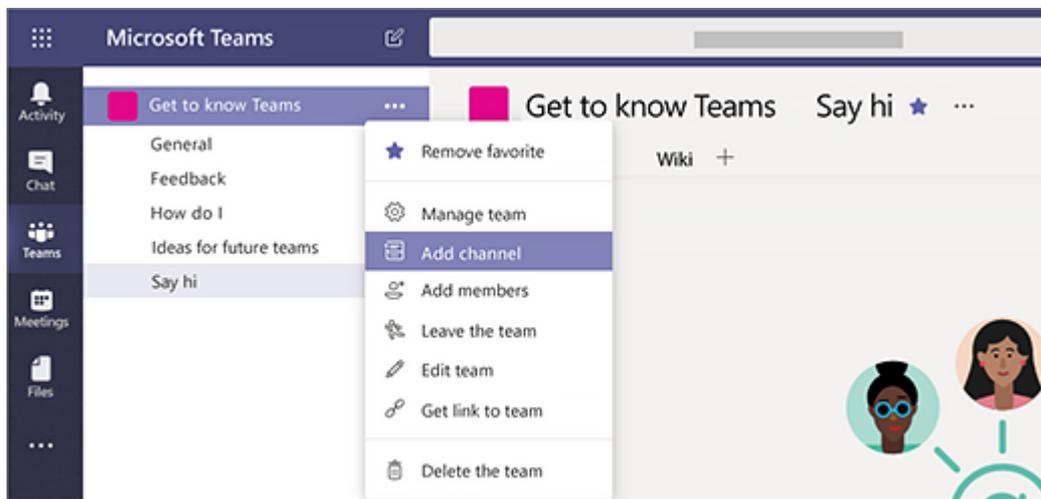
# Create your channels

Here's a suggested structure to get you started making channels with your “Everybody” team.

“Everybody/COMPANY” Team		
Channel	Description and usage	Tabs
General	All teams start with a General channel. Use this channel to make public announcements to your whole organisation	Posts, Files, WIKI
HR	A channel for Public Staff Manuals – H&S Manual – Grievance Policy – GDPR Policy – IT/Cyber Security Policy – Etc..	Posts, Files
Socials	A channel to discuss and organise Staff jollies/outing/events.	
Events	A channel to announce and discuss company events	Posts, Files, Planner
Training Resources	A Channel for Staff Training resources – Webinar handouts etc...	Posts, files, WIKI

## Creating a Channel

Find one of the teams that you have created, click More options ... > Add channel. You can also click Manage team and add a channel in the Channels tab.



Give the channel a descriptive name to make it easier for users to understand the purpose of the channel.

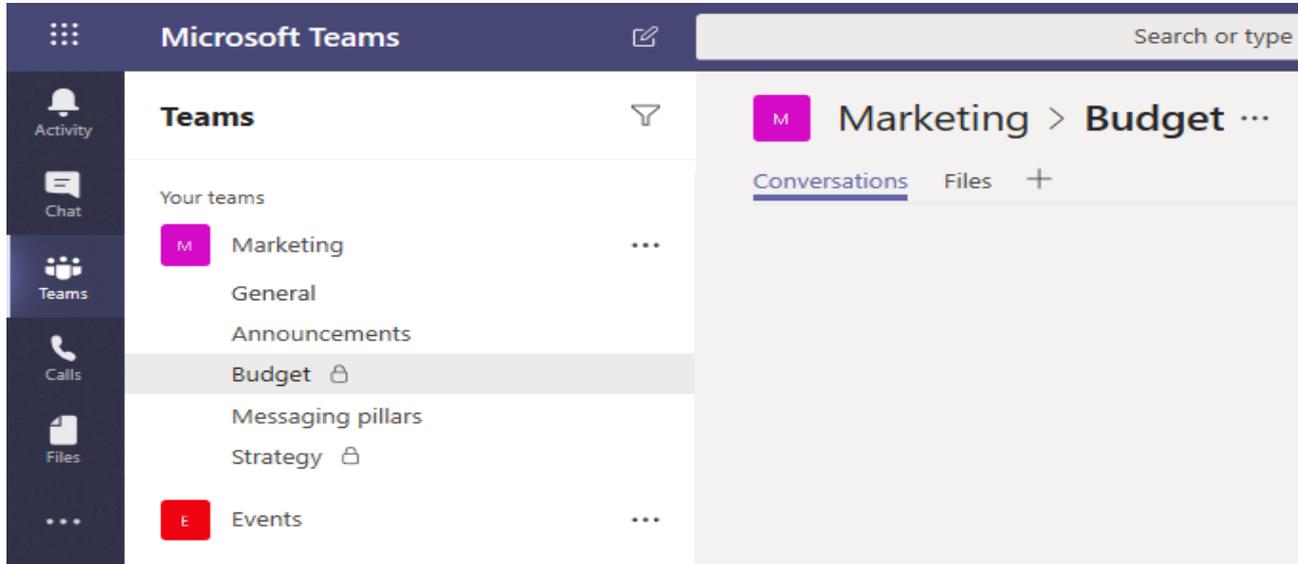
Set the privacy level of the channel

### Standard Channel

Standard – The means that everyone who is a member of this team will be able to use this channel

Private Channel

Private – Only Team members you invite will be able to use this channel. An extra feature of this is once the channel is created the channel name will have a lock symbol next to it.



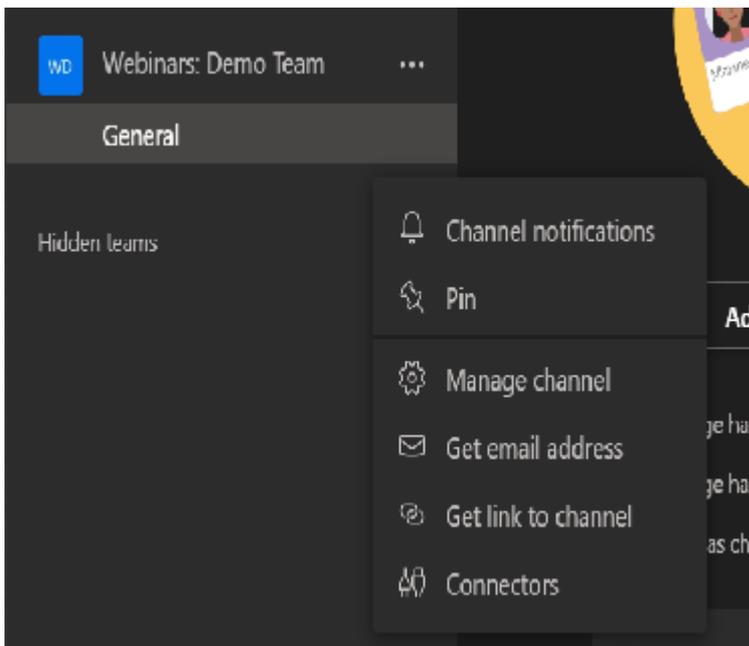
As a team owner, you can automatically favourite channels for the whole team, making the channels more visible for everyone on the team. You can also pin tabs to the channel to add tools, such as OneNote, links to webpages, and files or documents to make it easy for users to find what they need and share their thoughts.

However, it is not currently possible to set members notifications for channels – each member must set their channel notifications individually

## Keeping up with Channel activity

### Setting Notifications

Each channel has its own notifications settings, on the channel you wish to modify notifications click More options ... > Channel Notification



Then set the notification level that you wish to have for the activity within this channel. Important this is **set per channel** not per team.

### Activity – Feed

Activity within channels that you are a member of is recorded in your activity feed. Each time someone does something in the channel it will be dropped into your Activity feed. You can check for updates by clicking on Activity in the Teams left hand menu (it's the top left option)

### Pop-up messages – Banners

The most intrusive activity notification is Banners, these come up as “Pop-ups”. They even come up when you are not directly in Teams. You can be in a different app or even have Teams minimized or closed.

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## References, Sources and further reading

- <https://docs.microsoft.com/en-us/microsoftteams/get-started-with-teams-create-your-first-teams-and-channels>
- <https://docs.microsoft.com/en-us/microsoftteams/enduser-training>
- <https://support.office.com/en-gb/teams>
- Further reading
  - Teams Video training library - <https://support.office.com/en-gb/article/microsoft-teams-video-training-4f108e54-240b-4351-8084-b1089f0d21d7?ui=en-US&rs=en-GB&ad=GB>