

Softlanding

Microsoft Teams Overview



Lesson 4

CUSTOMIZING CHANNELS

Lesson 3: Customizing Channels

In this lesson, you will learn how to:

- Customize channels
- Add tabs to a channel



Topic A: Customizing Channels

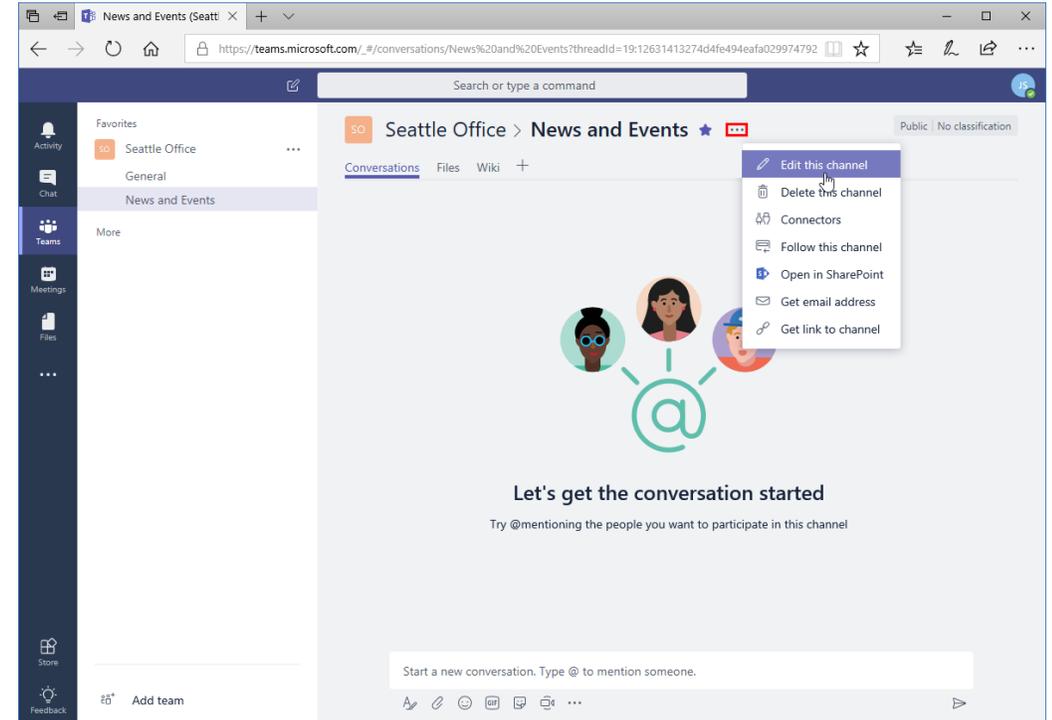
In this topic, you will learn how to:

- Rename a channel
- Access the channel's email address and SharePoint link
- Delete a channel



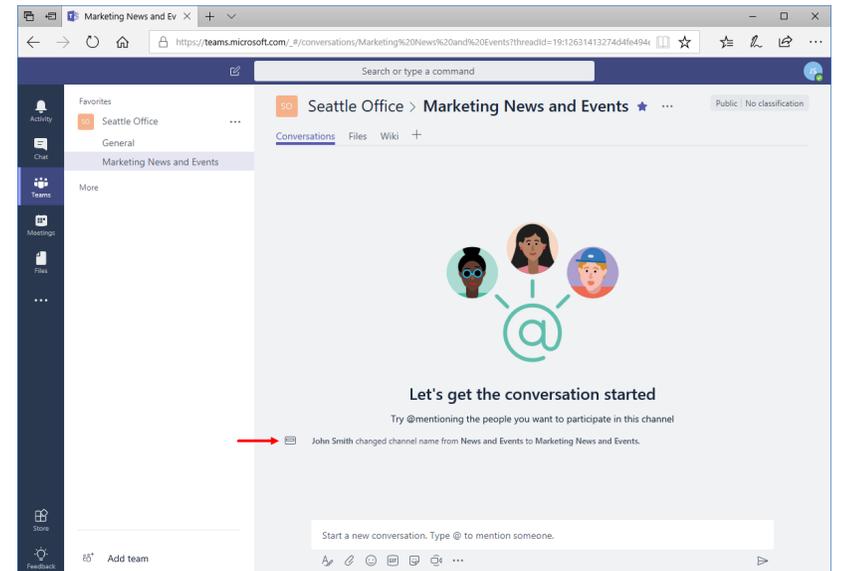
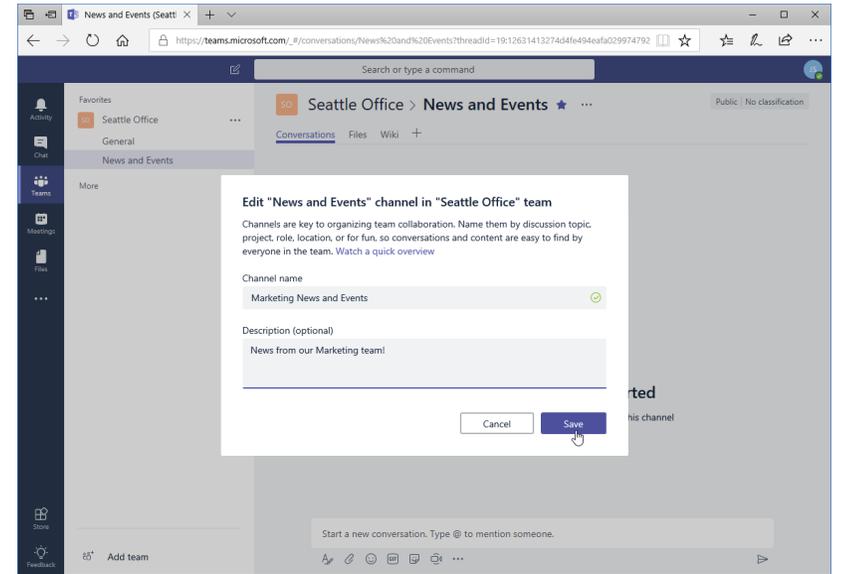
Renaming a Channel

- Open the channel page
- Click the ellipses next to its name
- Click “Edit this channel”



Renaming a Channel

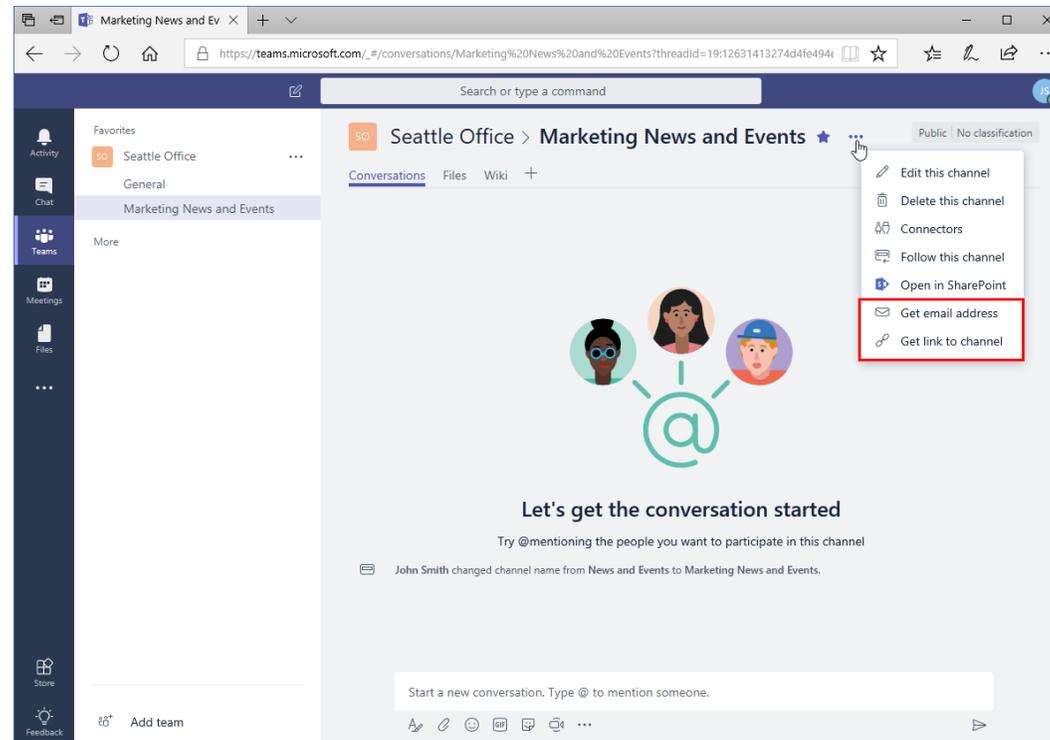
- The Edit dialog will open where you can change the channel name and/or description
- Once finished, click “Save”
- The change will be applied and noted in the channel





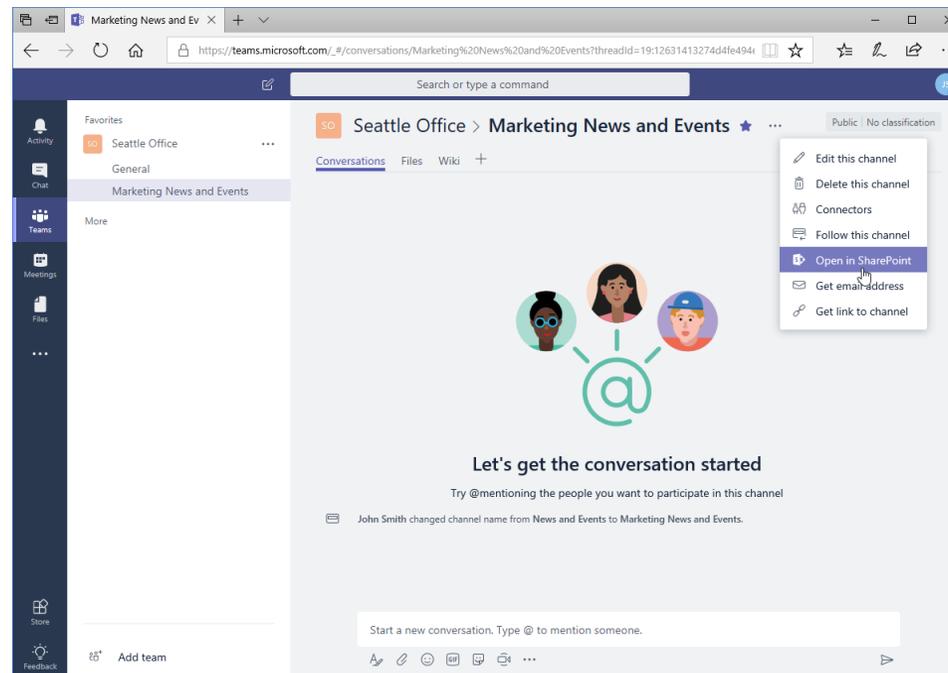
Accessing the Channel Email Address and Link

You will also see links in the More Options menu to get an email address and link to the channel:



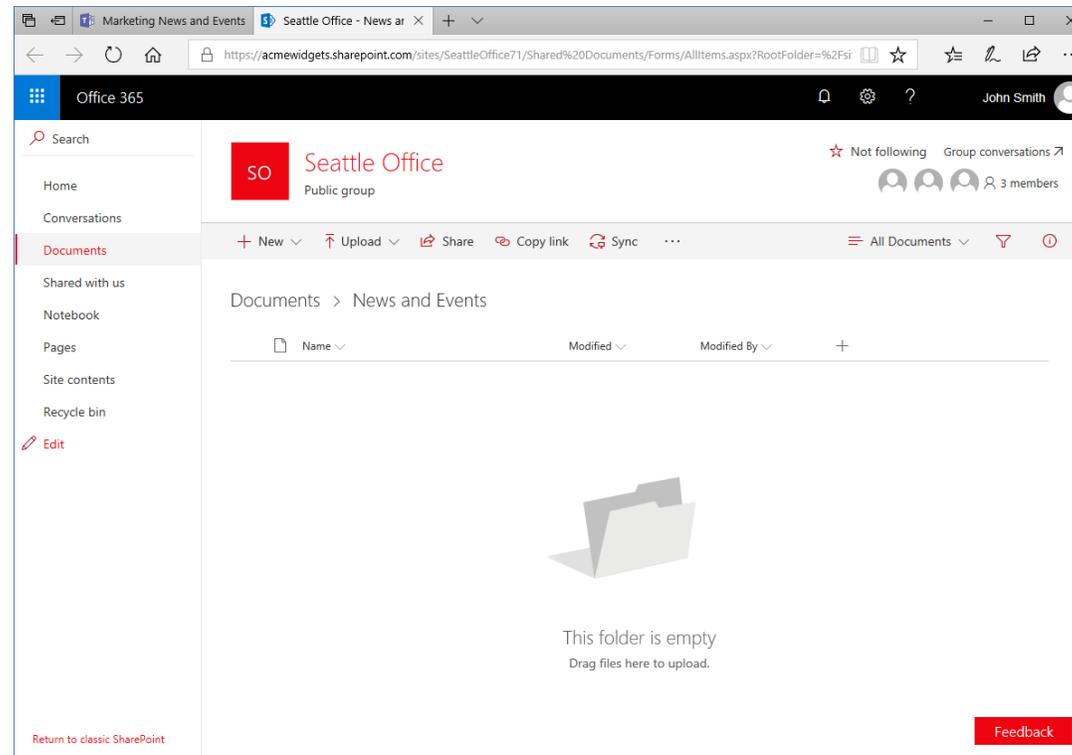
Accessing the Team's SharePoint Page

- When you create a team, an Office 365 group and SharePoint site are automatically created
- You can access this site from the More Options menu



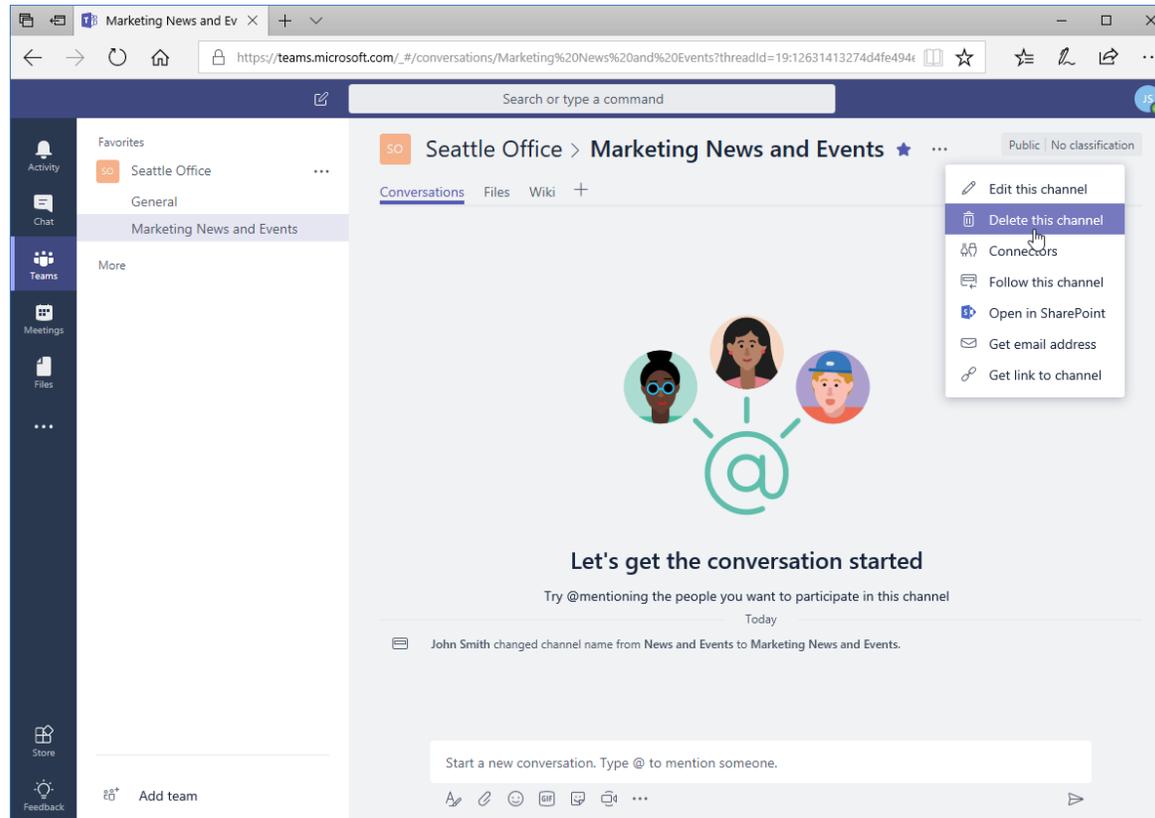
Accessing the Team's SharePoint Page

This will open the SharePoint group site in a new tab or window:



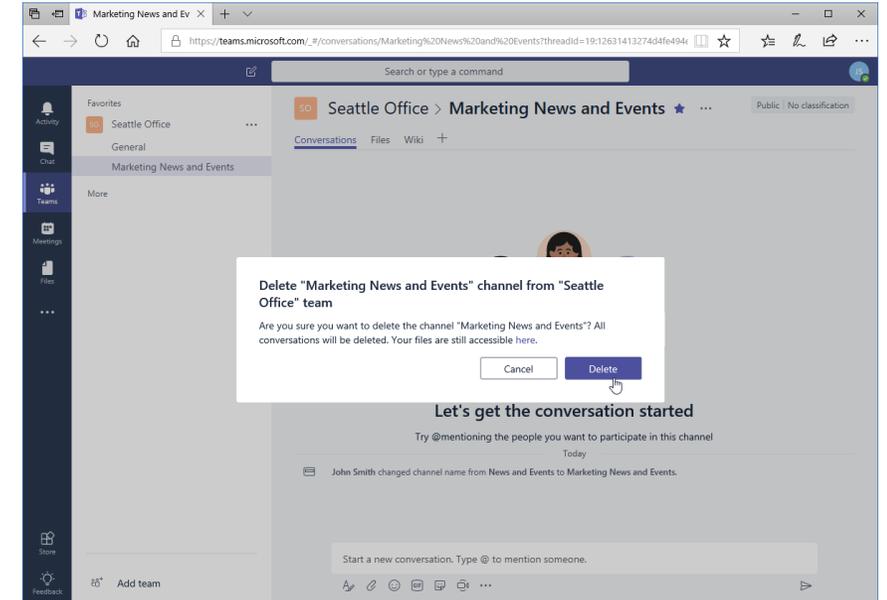
Deleting a Channel

You can access this command from the ellipses menu:



Deleting a Channel

- When you click this command, you will be notified that all conversations will be deleted, although files will still be accessible from the sidebar icon
- Click “Delete” to complete the operation





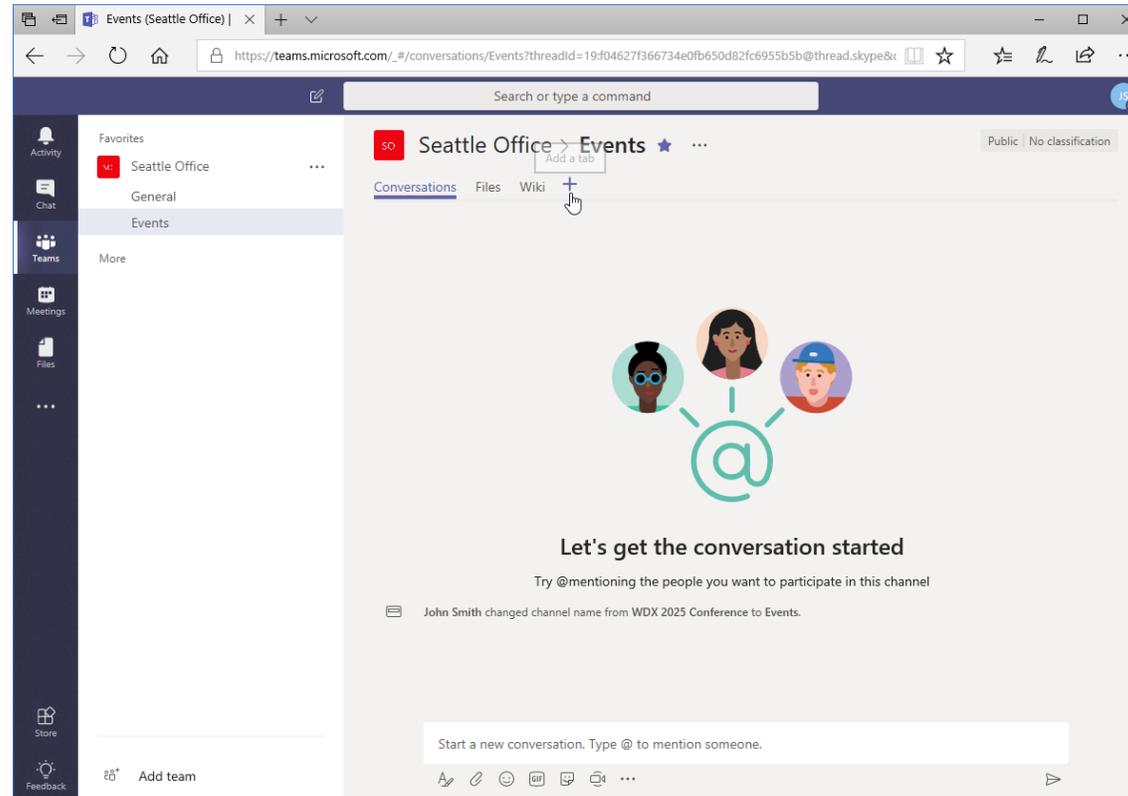
Topic B: Adding Tabs to a Channel

In this topic, you will learn how to:

- Add, rename, and remove tabs
- Use tab conversations

Adding a Tab

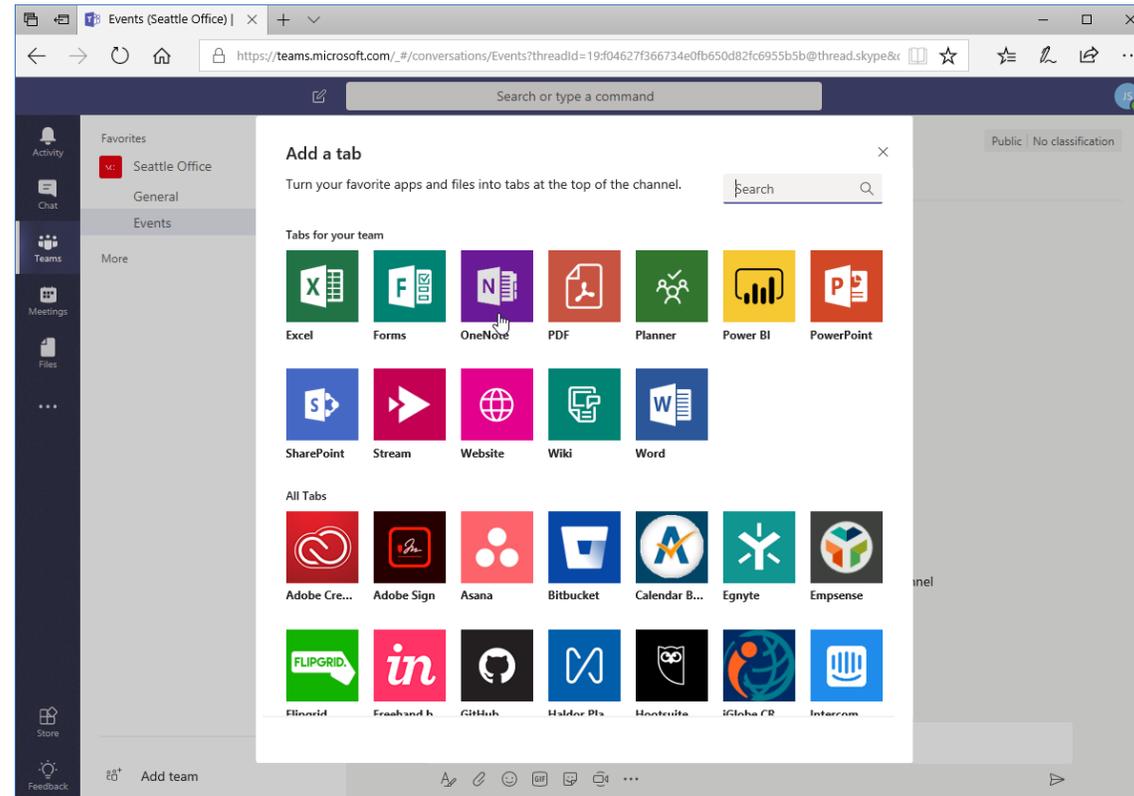
To add a new tab to a channel, click the plus sign at the end of the tab list:





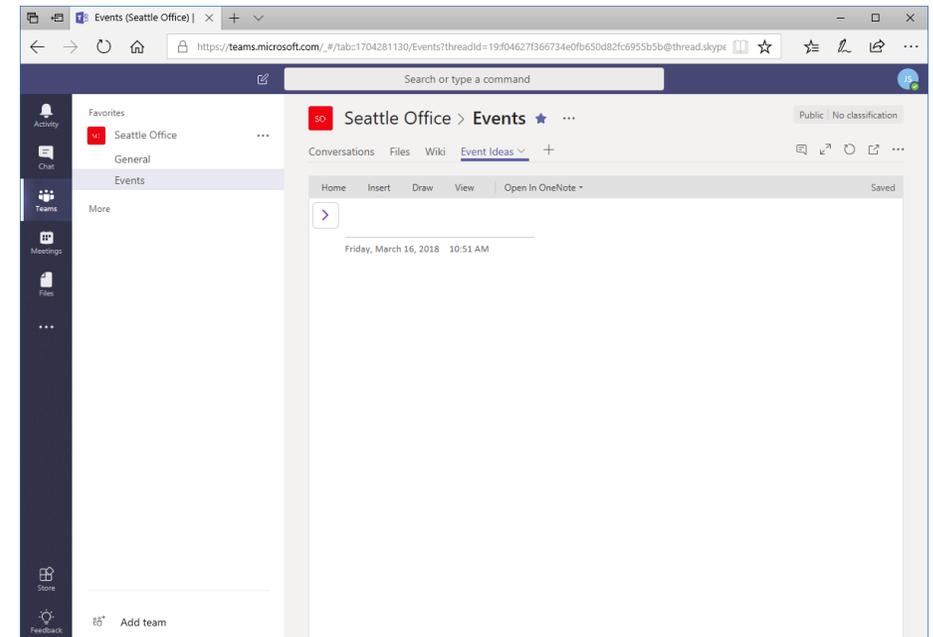
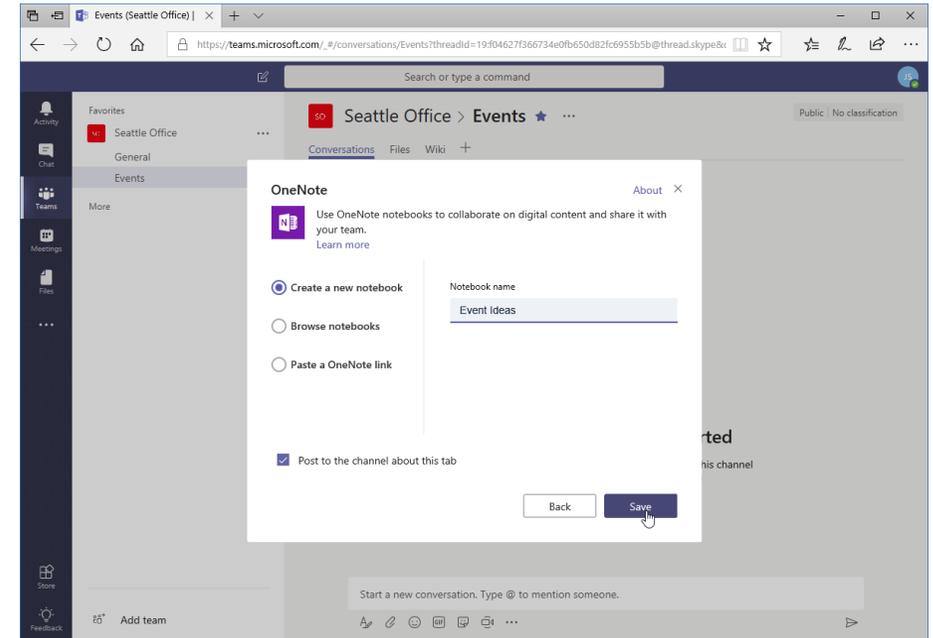
Adding a Tab

Choose the app you want to add:



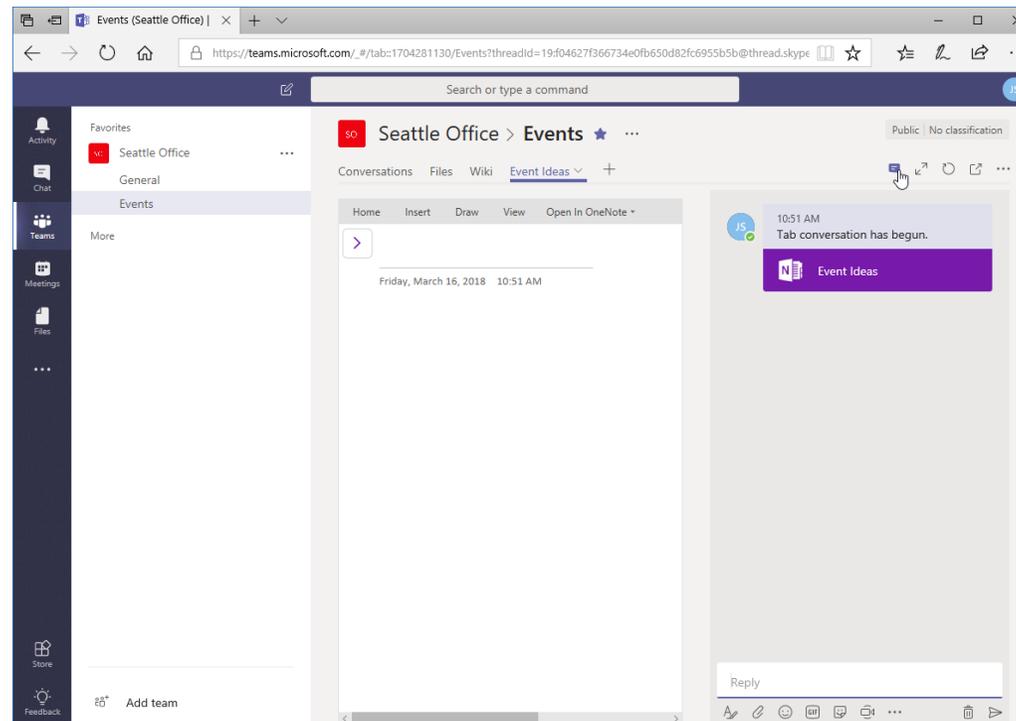
Adding a Tab

- You will be prompted to specify settings
- Here, we are creating a new notebook just for this purpose
- We will also post to the channel to let everyone know about the new feature



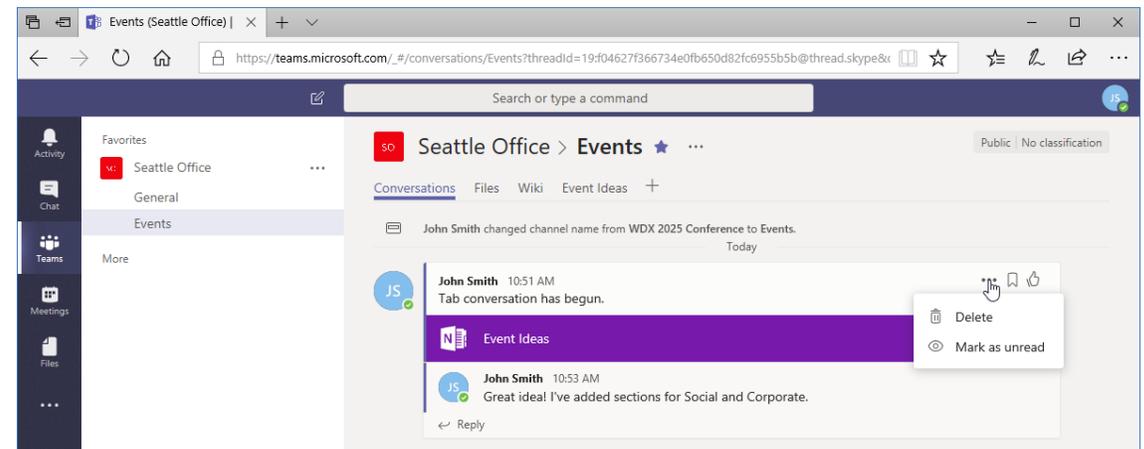
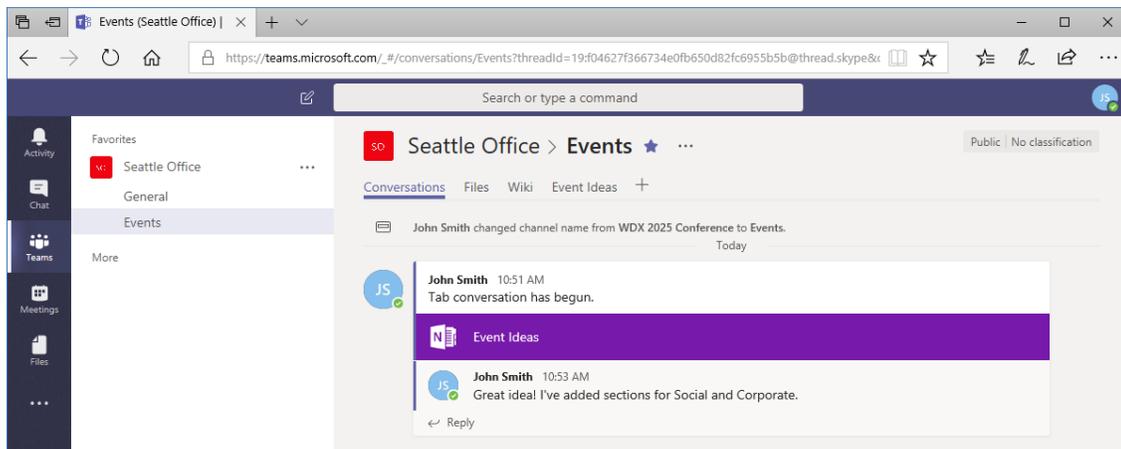
Using Tab Conversations

Custom tabs have a Conversation option, just like wiki pages:



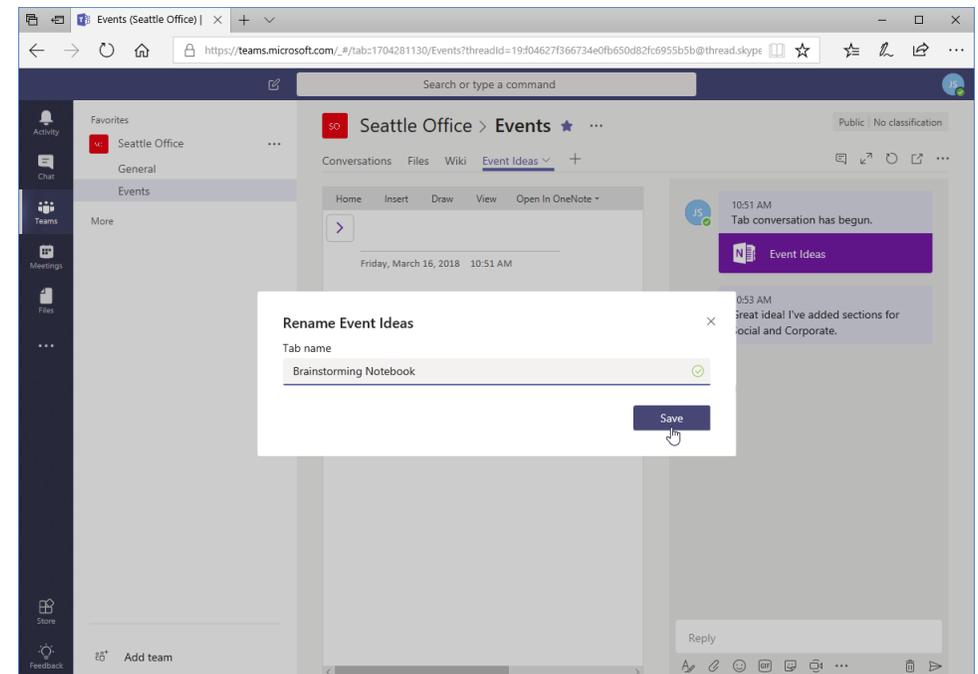
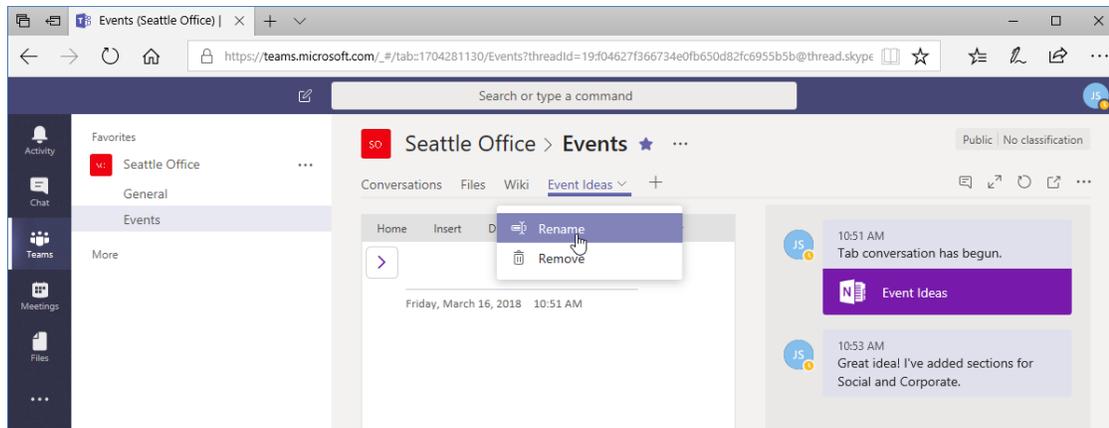
Using Tab Conversations

- Allows team members to talk about tab's contents
- Information will be stored in the channel, but linked back to the source
- Manage these automated posts in the same way as regular channel messages



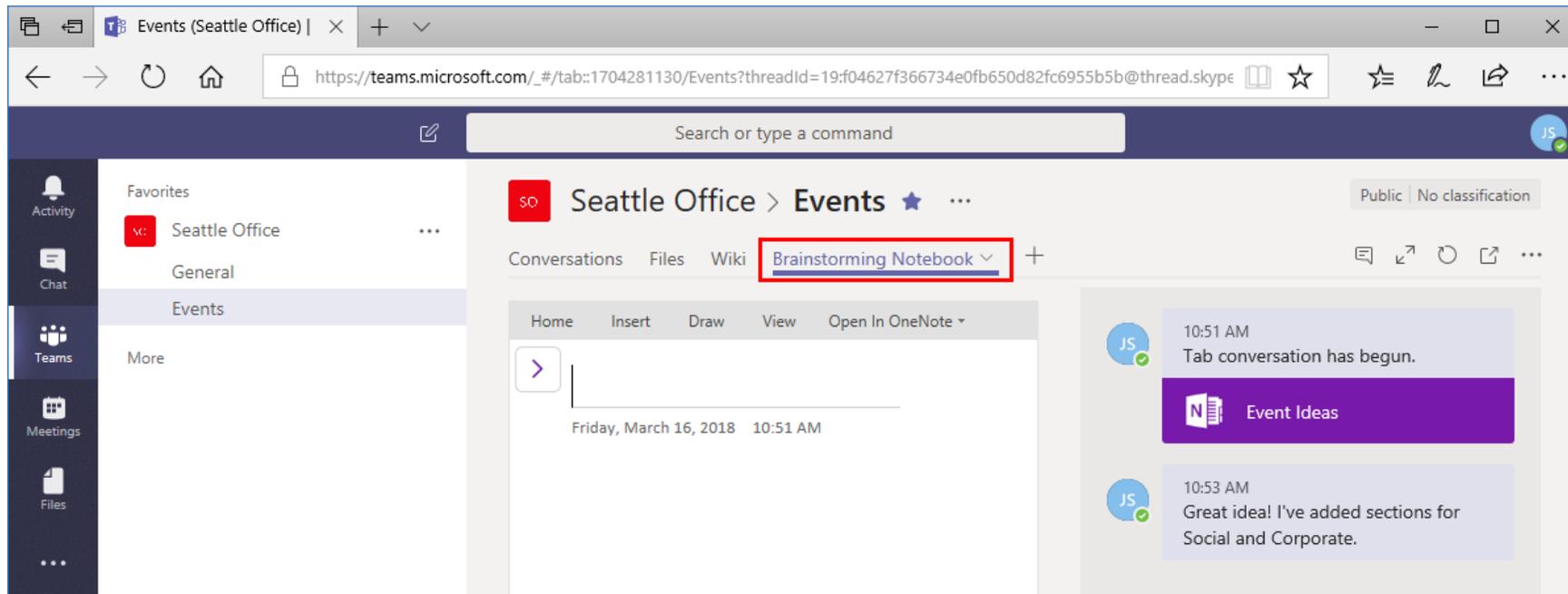
Renaming a Tab

- Click the drop-down arrow next to it and click “Rename”
- Type the new name and click “Save”



Renaming a Tab

The change will now be applied:





Removing a Tab

- To remove a custom tab, click the drop-down arrow next to it and click “Remove”
- Click Remove to complete the operation

