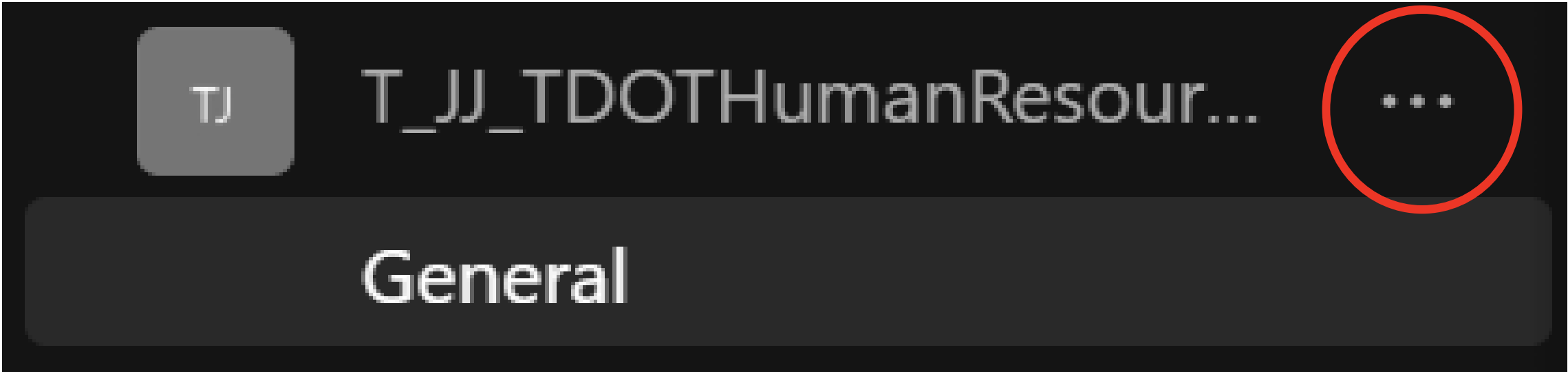
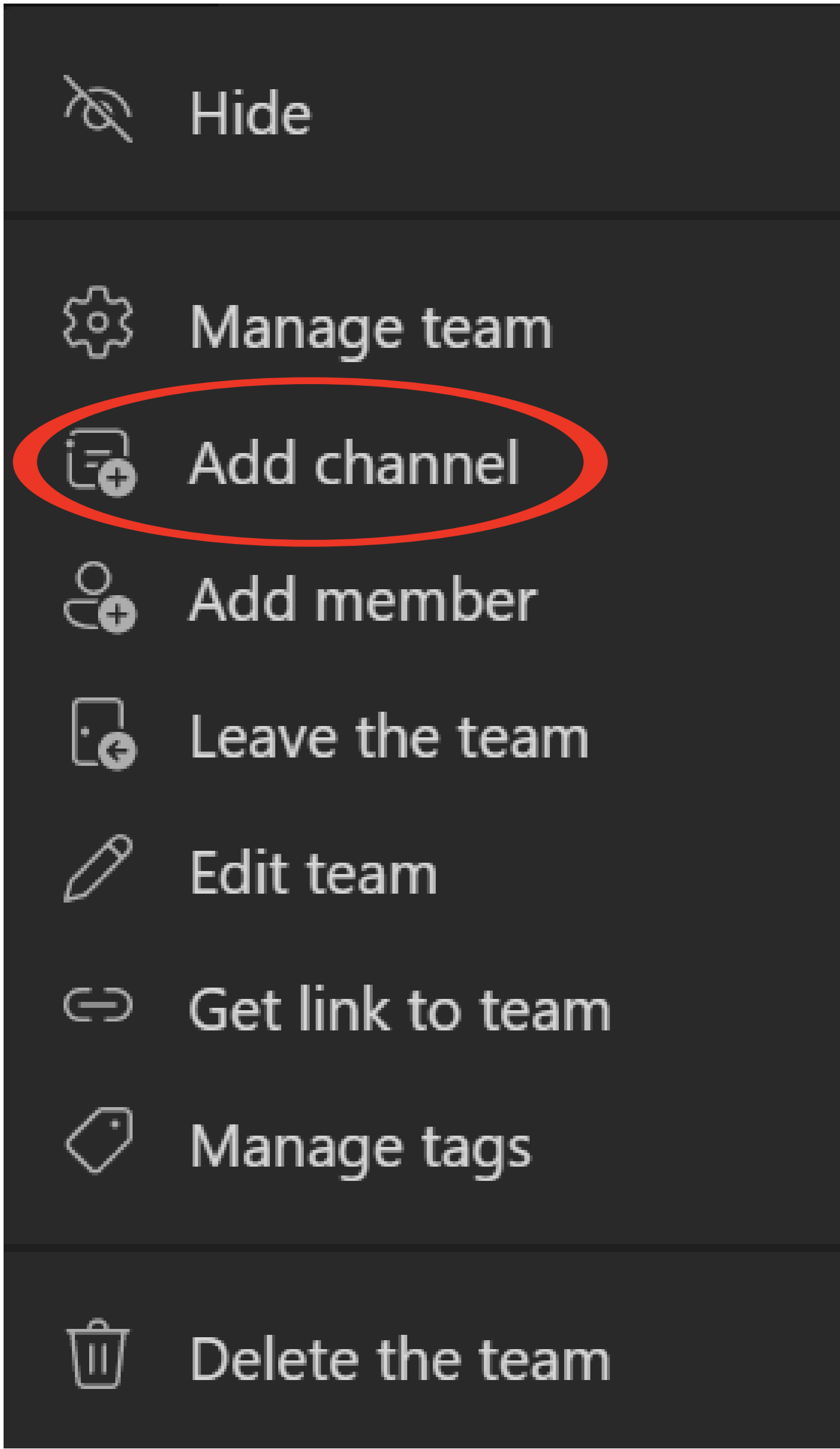


1 View the Microsoft Team you would like to add a Channel to. Click the ellipses to the right of the Team name.



2 Click on, 'Add Channel'.



3 Fill in your 'Channel Name' and 'Channel Description'. Once those fields have been edited, click, 'Add'.

Create a channel for "T_JJ_TDOTHumanResourcesHQ" team

Channel name

Letters, numbers, and spaces are allowed

Description (optional)

Help others find the right channel by providing a description

☐ Automatically show this channel in everyone’s channel list

Cancel

Add