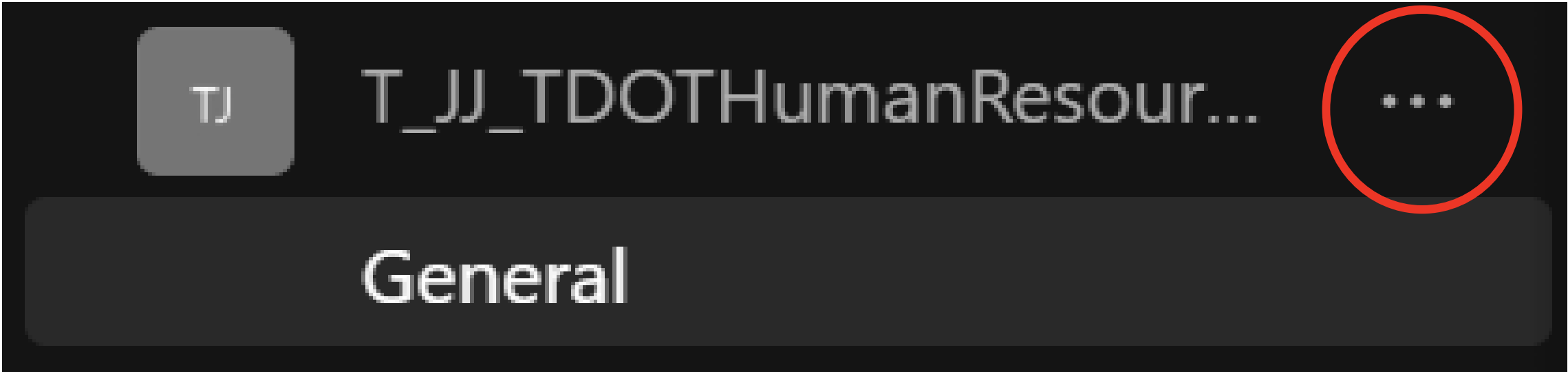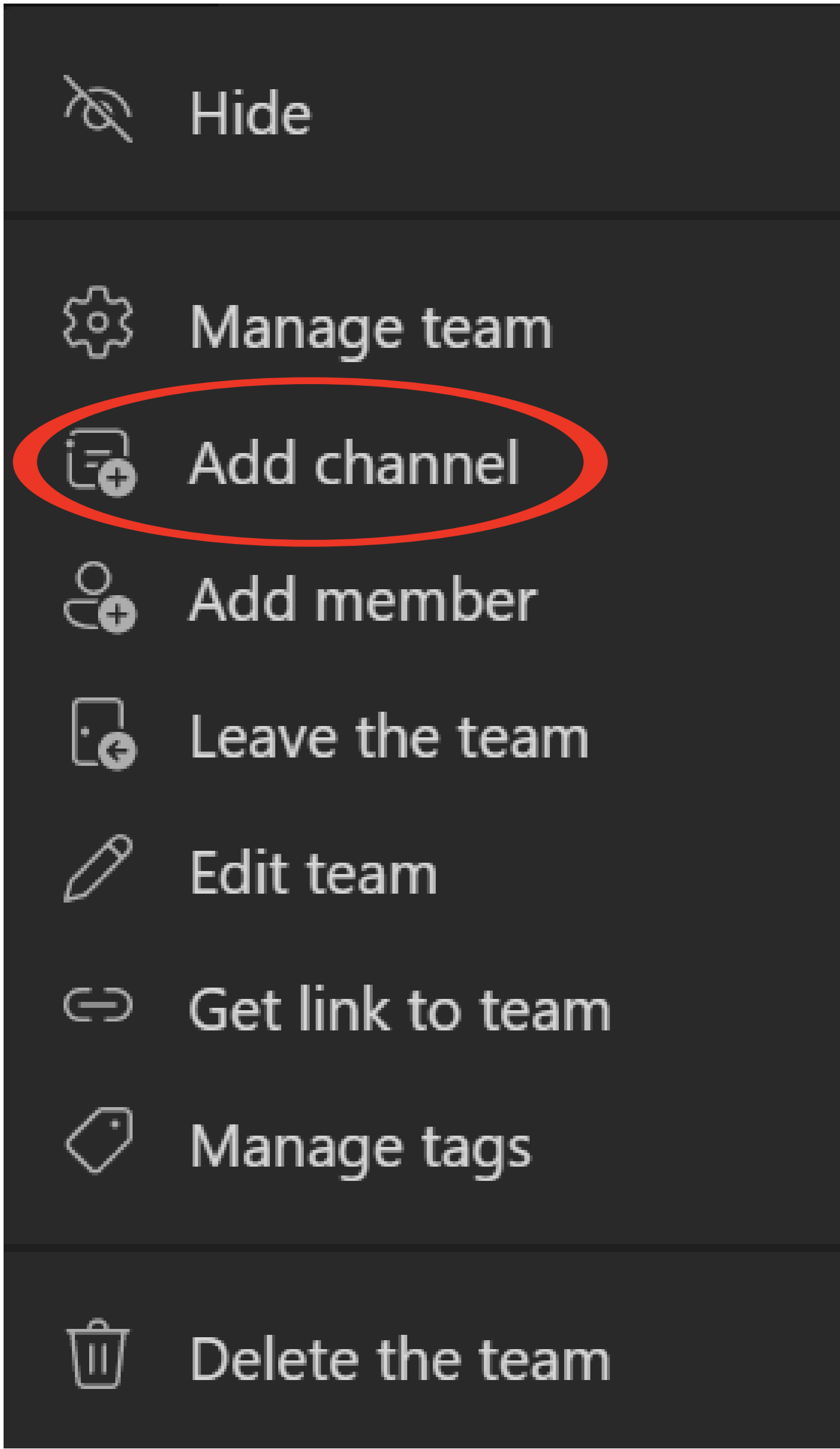**1** View the Microsoft Team you would like to add a Channel to. Click the ellipses to the right of the Team name.

2 Click on, 'Add Channel'.

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