

How To Set Up Teams & Teams Channels



Teams vs. Teams Channels: What's the Difference?

A channel is a focused space inside a Team — think of a **Team** as a department or project, and **channels** as the topic-specific rooms within it. If you don't already have an existing Team, that's your first step. In either case, **open Microsoft Teams** to get started.



Setting up a Team

1

Select the "Teams" icon

Located on the left side of your desktop Teams app.

2

Click "Join or create a team"

Found in the upper right corner.

3

Select "Create team" from dropdown menu

Follow the prompts on the next screen to create your Team.



Setting up a Teams Channel

1

Select the "Teams" icon

Find your Team in the displayed list. Click the three dots (...) next to the Team name.

2

Click "Add channel"

Give your channel a name (e.g., Events, Meeting Summaries, etc.). Add an optional description so members know what it is for.

3

Choose the privacy setting

Standard — visible to everyone in the Team
Private — visible only to people you specifically invite

4

Select "Create"



Tips to Keep in Mind

- You don't need to add members separately for a **Standard** channel — everyone already in the Team can see it automatically.
- For a **Private** channel, you'll be prompted to add members after creating it.
- Pin important files or links in the channel's **Files** or **Posts** tab to keep things organized.
- You can always rename or adjust the description later by clicking the ... next to the channel name and choosing **Edit channel**.



Need help?

IT HELP DESK:
410/955-HELP or
410/516-HELP

LOCAL IT SUPPORT:
your LAN Administrator

FAQ:
[it.johnshopkins.edu/
teams-chat-deletion-faq/](https://it.johnshopkins.edu/teams-chat-deletion-faq/)