1. Click the three dots next to the team in which you would like to add a new channel. In the example below, the three dots next to “demonstration team” were clicked.

2. Click “Add channel”

2. CHANNEL SETTINGS

1. Type a name for the channel.
2. Type a description of the channel.
3. Choose privacy settings for the channel:

**Standard**: allows every member of the team access to the channel. Users that are not members of the team cannot view the team’s channels.

**Private**: team members must be added to the channel in order to view it. After selecting private, you will be asked to add members to the channel by typing their name.

LEARN MORE

→ its-training@uiowa.edu  → its.uiowa.edu/teams