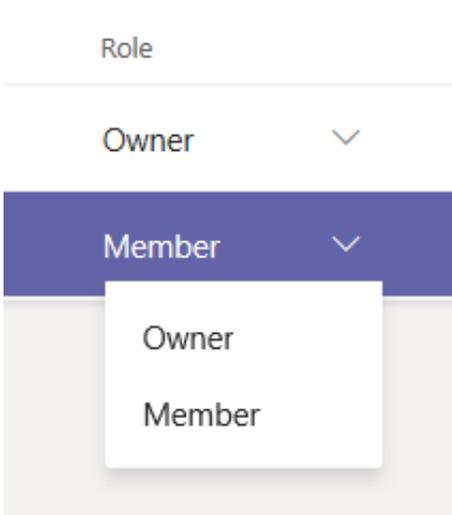# Best Practices for Setting up Channels in Teams

Once your team has been created, owners of the team will need to create channels to differentiate between groups or topics so team members know where to contribute and find relevant informaton. Be discriptive when naming channels to make it easier for the team to easily find and understand what the channel is for.
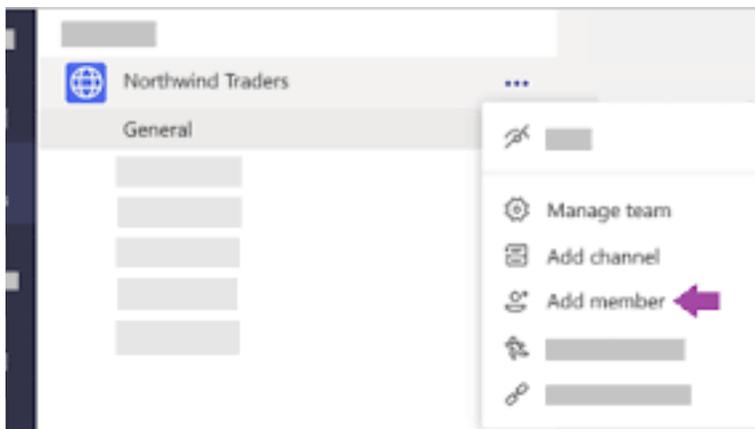
Team Owners

What is a team owner?

You will be notified in Teams when your team is created and you have been made owner of a team. Team owners can make any member of their team a co-owner when they invite them to the team or at any point after they've joined the team. Having multiple team owners lets you share the responsibilities of managing settings and membership, including invitations. CSN best practice is to have at least two team owners per team so multiple parties are able to make appropriate changs.

Team members are everyone on the team who was invited to participate in the Team. Team owners can change access for team members in the team or channel settings panel.
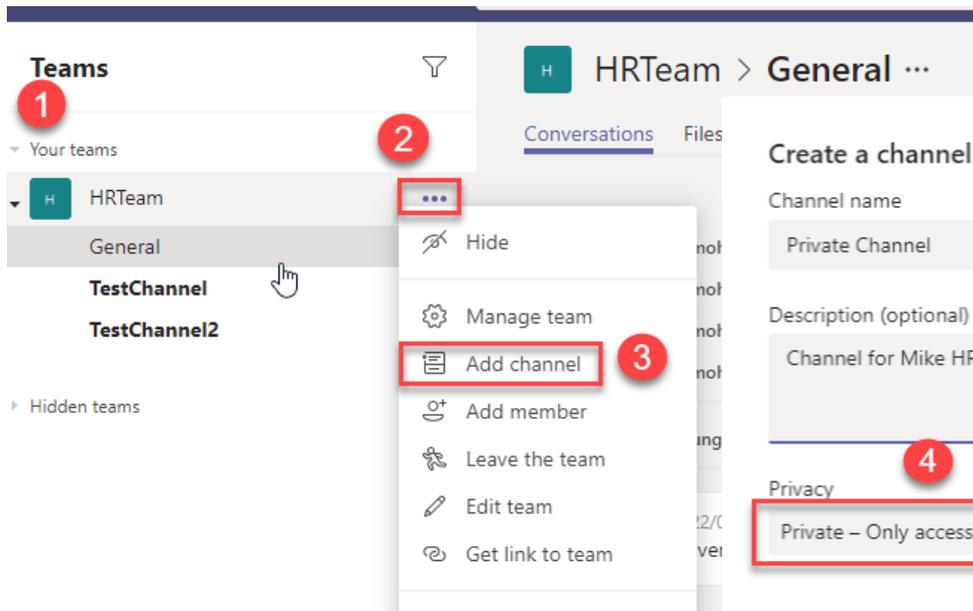
Team Channels

All teams are created with a "general" channel, which is viewable to all team membres. Each channel you create will be dedicated to a specific topic, department, or project.

Start a Channel

Add all members of your team to the MS Team created for you. To the right of the Team Title you will see three dots- clicking will allow you to see options, only team owners will be able to add members. This is where you can add channels. After adding members to the team, you can begin creating channels.

Adding Channels

You can create private or standard channels. Standard channels are for general information the entire team may need to see.

If you want to restrict information to a group within your team, create a private channel and add members to that channel.

You must add everyone to the Team before they can be added to private channels.

When should you create a private channel?

To determine whether a private channel is appropriate, consider the following questions about who needs to work together and what the collaboration is about.

Is there already a team that has these people as team members?	Does this work need to be kept private from others?	Are there multiple distinct topics to discuss?	Recommendation
Yes	Yes	Yes	Create a private channel in the existing team or consider creating dedicated private channels for each topic.
Yes	Yes	No	Create a private channel in the existing team.
Yes	No	No	Create a channel in the existing team.
No	No	No	Consider creating a new team.
No	No	Yes	Consider creating a new team and then, depending on the confidentiality of each topic, consider creating separate standard or private channels for each topic.
No	Yes	No	Create a new team and consider creating a private channel.

To access more information on Microsoft Teams please visit
https://support.office.com/en-us/office-training-center and click on "Microsoft Teams"