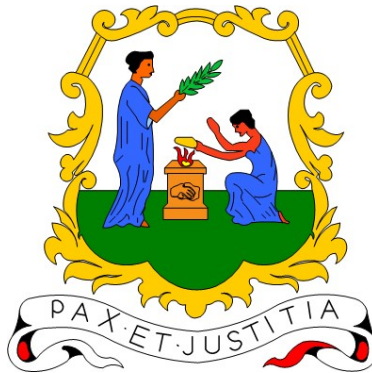


St. Vincent & the Grenadines
Ministry of Education and National Reconciliation



Microsoft Teams Guide:

**Allow members of a Microsoft Team to see
specific channels**

Prepared by:

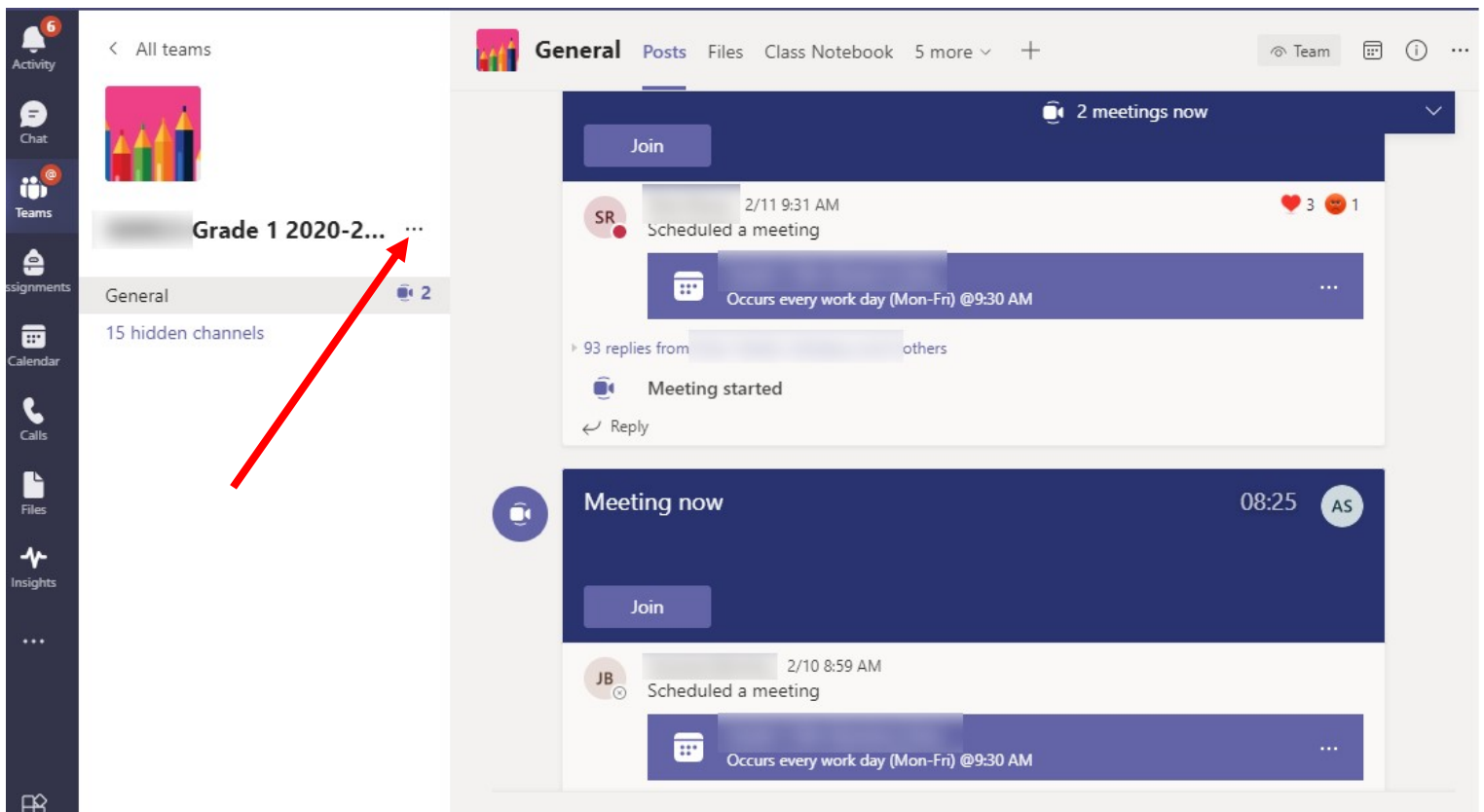
Semonique Harry
Anil Sutherland

Date:

Wednesday, 10th March 2021

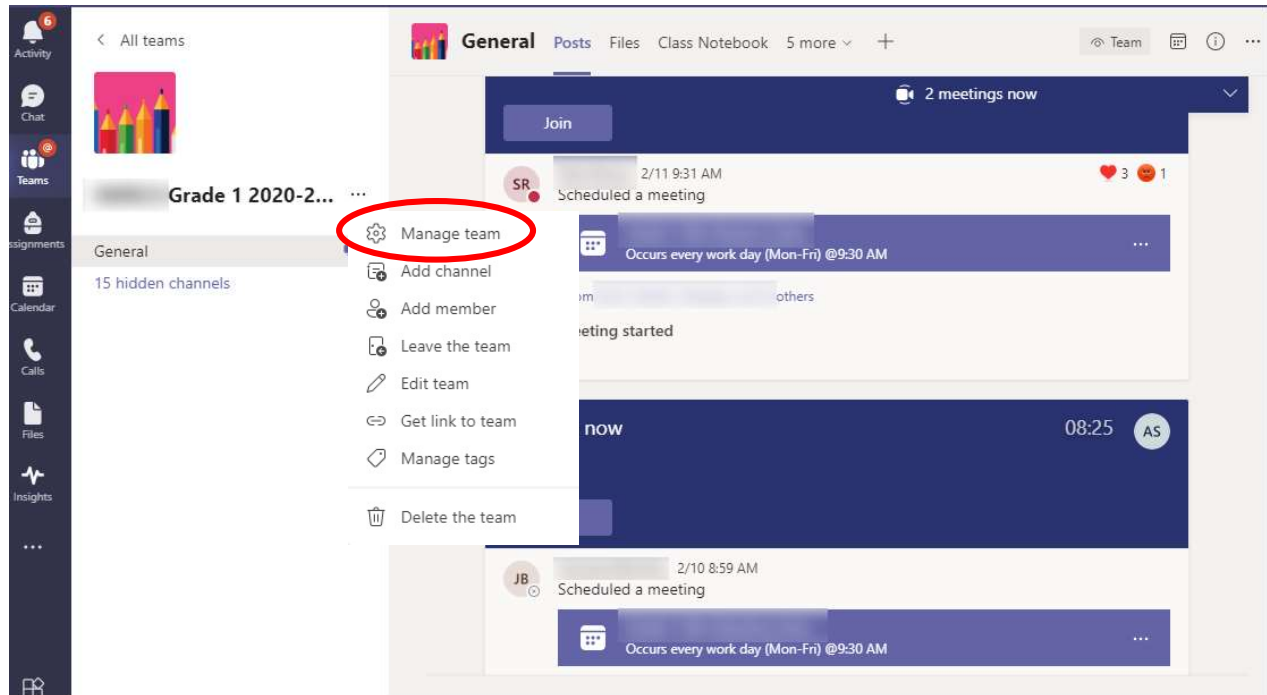
Recently, parents and students have made observations about missing channels or channels not showing in their Team on their device. The following guide will help teachers and owners of teams ensure the appropriate channels are visible to members of their team.

1. Please ensure the device and MS Teams app is up to date.
2. Teachers and owners of Teams, Please log into your Teams app. Please select the Team to which you are using and open the team. The picture below shows an example;



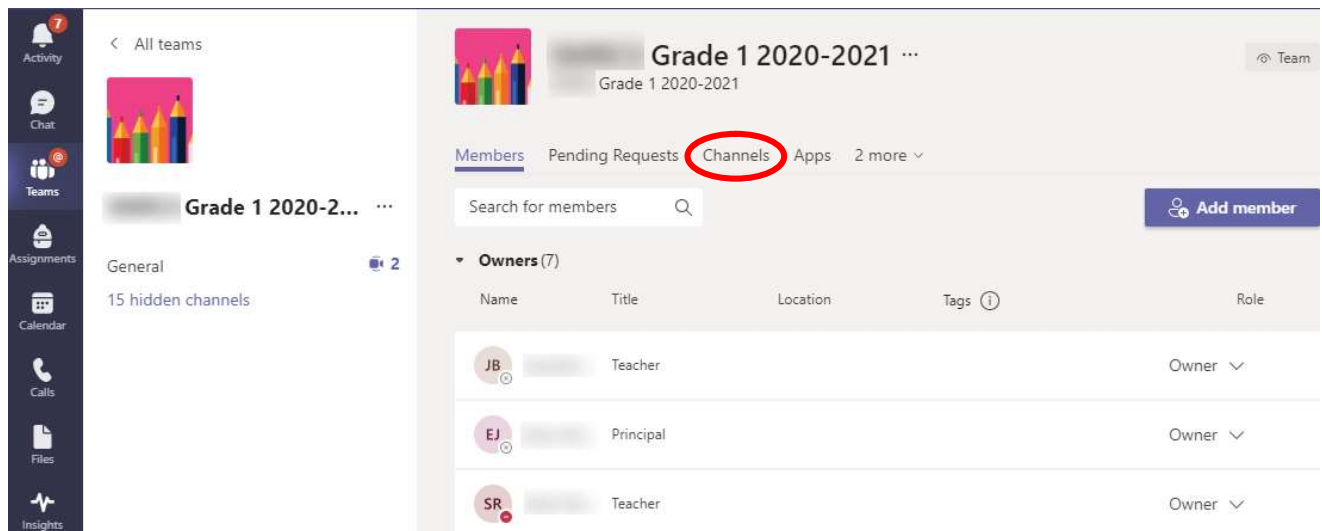
3. Click on the **ellipsis** after the name of the team, as shown above.

4. The following sub menu will open, as shown below;



5. Click on **Manage Team**, as highlighted above.

6. The following screen will open, as shown below;



7. Click on **Channels**, as highlighted above.

8. The following screen will open, as shown below;

The screenshot shows the Microsoft Teams interface for a team named 'Grade 1 2020-2021'. The 'Channels' tab is selected, displaying a list of active channels. A red box highlights the 'Show for members' column, which contains checkboxes for each channel. The 'General' channel is selected by default.

Name	Show for me	Show for members	Description	Type	Last activity
General				Public	1h ago
Book Report	<input type="checkbox"/>	<input type="checkbox"/>		Public	2/6
Civics	<input type="checkbox"/>	<input type="checkbox"/>		Public	2/17
Counting	<input type="checkbox"/>	<input type="checkbox"/>		Public	3/3
Creative W...	<input type="checkbox"/>	<input type="checkbox"/>		Public	3/3
First Mont...	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Public	3/3
Health	<input type="checkbox"/>	<input type="checkbox"/>		Public	3/7

9. The column of interest to us is the one highlighted above.

10. We can now select the channels we want to automatically show in everyone's channel list. Select only the channels you want to show, private channels can be left unselected as shown below;

The screenshot shows the same Microsoft Teams interface, but now several channels have been selected in the 'Show for members' column. The 'Show for members' column is highlighted with a red box.

Name	Show for me	Show for members	Description	Type	Last activity
Civics	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Public	2/17
Counting	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Public	3/3
Creative Writi...	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Public	3/3
First Monthly...	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Public	3/3
Health	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Public	3/7
Math	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Public	2/9
				Private	

11. You can identify the channel type by looking at the column highlighted below;

The screenshot shows the Microsoft Teams interface for a team named 'Grade 1 2020-2021'. The 'Channels' tab is selected, displaying a list of active channels. The 'Type' column is highlighted with a red box, showing icons for standard channels (globe) and private channels (lock). The channels listed are Civics, Counting, Creative Writi..., First Monthly..., Health, and Math, all with standard channel icons.

Name	Show for me	Show for members	Description	Type	Last activity
Civics	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Standard Channel	2/17
Counting	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Standard Channel	3/3
Creative Writi...	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Standard Channel	3/3
First Monthly...	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Standard Channel	3/3
Health	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Standard Channel	3/7
Math	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Standard Channel	2/9

🌐 Indicates a standard channel

🔒 Indicates a private channel

12. To show channels in your list, you can select the channels in column **Show for me** as highlighted below;

The screenshot shows the Microsoft Teams interface for a team named 'Grade 1 2020-2021'. The 'Channels' tab is selected, displaying a list of active channels. The 'Show for me' column is highlighted with a red box, showing checkboxes for each channel. The channels listed are Civics, Counting, Creative Writi..., First Monthly..., Health, and Math, all with 'Show for me' checkboxes unchecked.

Name	Show for me	Show for members	Description	Type	Last activity
Civics	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Standard Channel	2/17
Counting	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Standard Channel	3/3
Creative Writi...	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Standard Channel	3/3
First Monthly...	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Standard Channel	3/3
Health	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Standard Channel	3/7
Math	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Standard Channel	2/9

Once selected, they automatically appear under the section highlighted below;

The screenshot shows the Microsoft Teams interface. On the left, the 'All teams' list includes 'Grade 1 2020-2021'. The 'Channels' tab is selected for this team. A red box highlights the 'General' channel, which is the default channel for the team. Below 'General', several channels are listed: 'Civics', 'Counting', 'Creative Writing', 'First Monthly test', 'Health', and 'Math'. A link for '9 hidden channels' is also visible. On the right, the 'Channels' tab for the 'Grade 1 2020-2021' team is shown. It displays a search bar and a table of active channels. The table has columns for 'Name', 'Show for me', 'Show for members', 'Description', 'Type', and 'Last activity'. The channels listed are 'Civics', 'Counting', 'Creative Writi...', 'First Monthly...', 'Health', and 'Math'. Each channel has a 'Show for me' and 'Show for members' checkbox, both of which are checked. The 'Type' column shows a globe icon for all channels. The 'Last activity' column shows dates and times for each channel.

Name	Show for me	Show for members	Description	Type	Last activity
Civics	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		🌐	2/17
Counting	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		🌐	3/3
Creative Writi...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		🌐	3/3
First Monthly...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		🌐	3/3
Health	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		🌐	3/7
Math	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		🌐	2/9

13. You can now exit this section and return to your team.

You have successfully allowed the channels you want to be shown to the members of your MS Team.

-END-