Microsoft Teams Guide:

Allow members of a Microsoft Team to see specific channels

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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;

![Manage Team menu](image1)

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

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

![Channels screen](image2)

7. **Click on Channels**, as highlighted above.
8. The following screen will open, as shown below;

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

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

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.

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