

**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:**

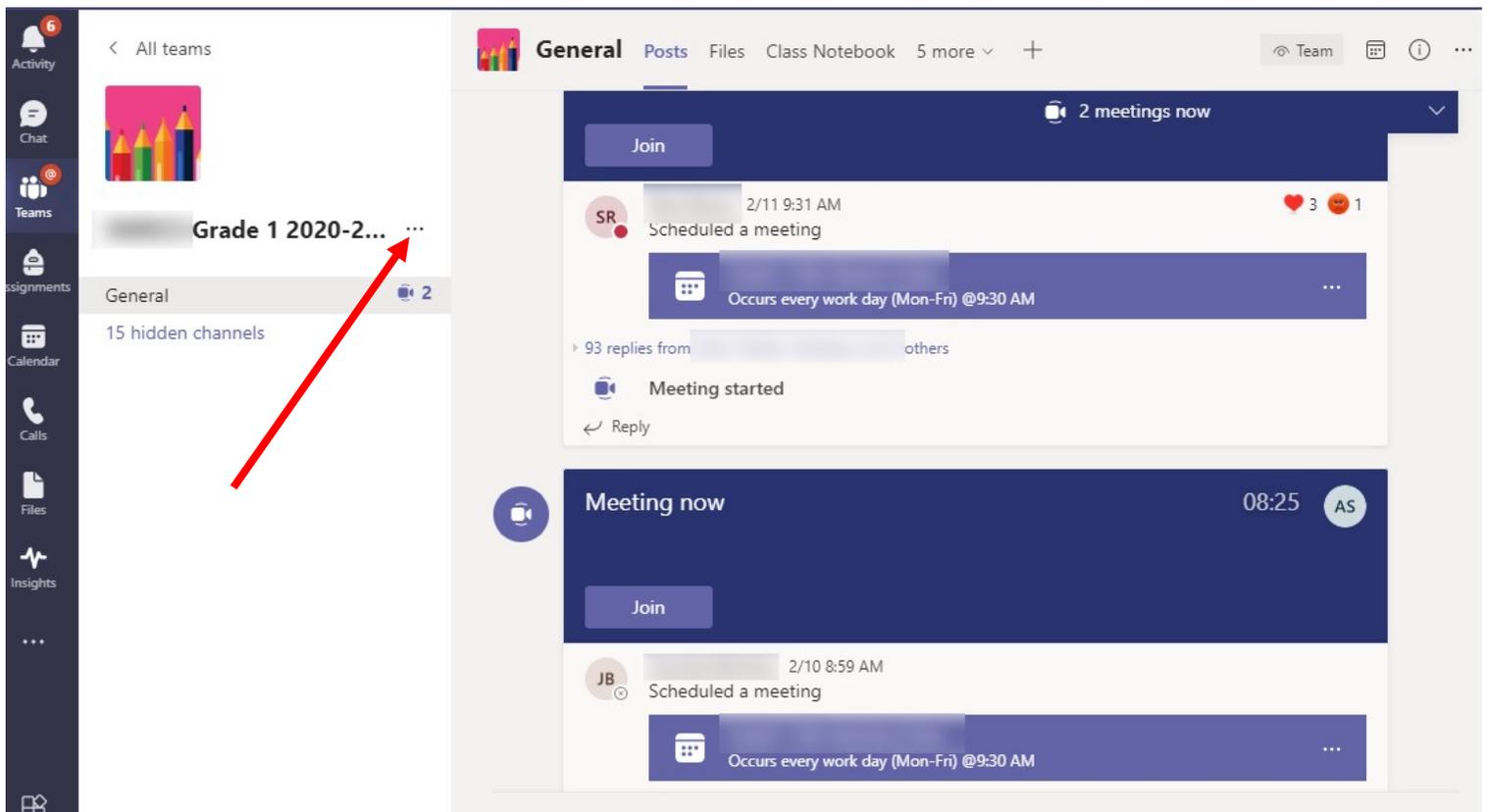
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**Date:**

Wednesday, 10<sup>th</sup> March 2021

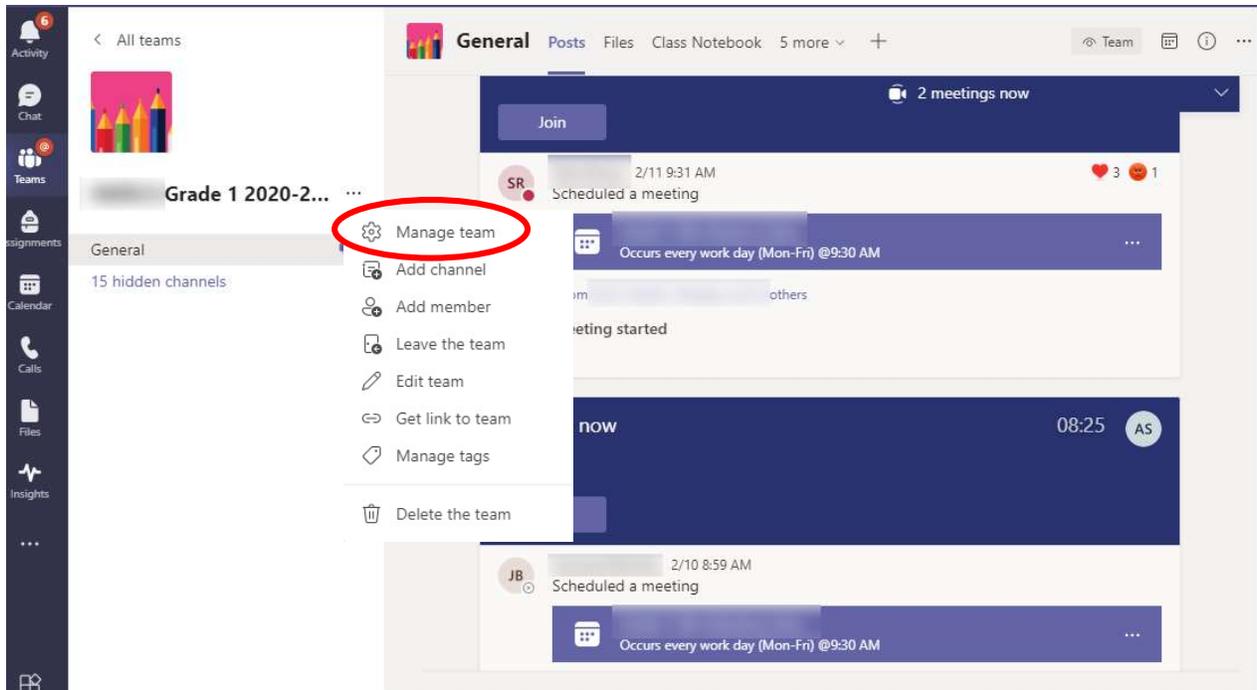
Recently, parents and students have made observations about missing channels or channels not showing in their Team on their device. The following guide will help teachers and owners of teams ensure the appropriate channels are visible to members of their team.

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;



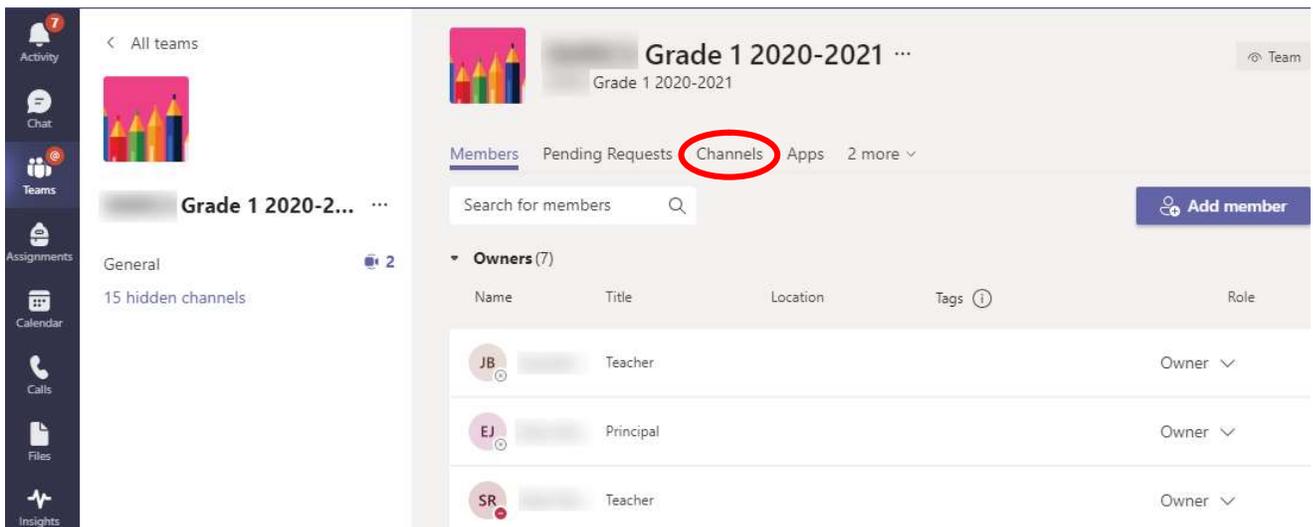
3. Click on the **ellipsis** after the name of the team, as shown above.

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 'First Mont...' channel has its checkbox checked, while others are unchecked.

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 Microsoft Teams interface for the same team. The 'Show for members' column is highlighted with a red box. In this view, the checkboxes for 'Civics', 'Counting', 'Creative Writi...', 'First Monthly...', 'Health', and 'Math' are all checked, indicating they are selected to be shown to all team members.

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;

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

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

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

The image shows a screenshot of the Microsoft Teams interface. On the left is a navigation pane with icons for Activity, Chat, Teams, Assignments, Calendar, Calls, Files, Insights, and a menu icon. The 'Teams' section is selected, showing a list of teams. The team 'Grade 1 2020-2...' is selected, and its channel list is displayed. A red rounded rectangle highlights the following channels: General, Civics, Counting, Creative Writing, First Monthly test, Health, and Math. Below these is the text '9 hidden channels'. On the right, the 'Channels' tab for the team is open, showing a search bar and a table of active channels.

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-**