

Create and Manage Teams and Channels

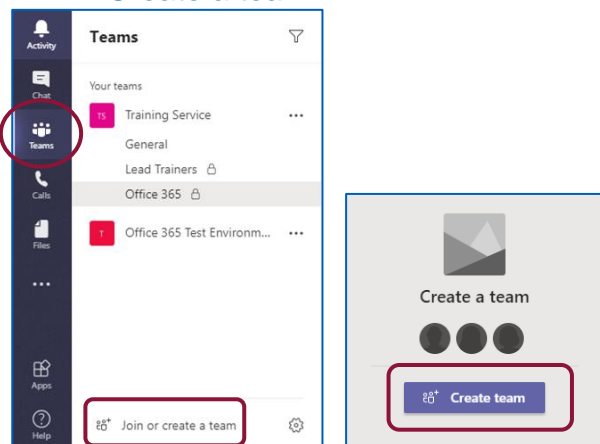
Teams are groups of people that work together, Teams can be made up of multiple Channels. Channels can be dedicated to specific topics, area of works or projects.

Quick Reference Guide

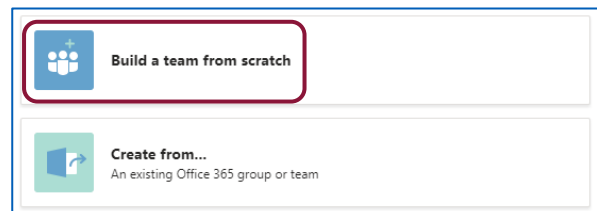
Create a Team

It is advisable to only add one **Team** per service, multiple **Channels** can be created to support specific areas of work.

- Select **Teams** → **Join or create a team** → **Create a team**.

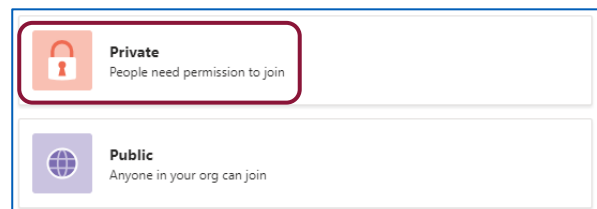


- Select **Build a team from scratch**.

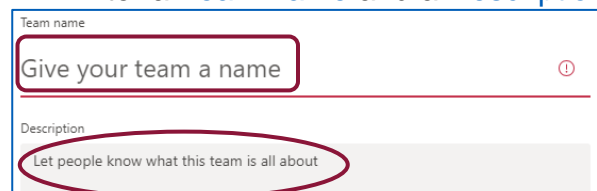


A team type must be selected; most teams will be **Private** so that access can be managed as **Public** teams can be accessed by anyone in the organisation.

- Select **Private**.



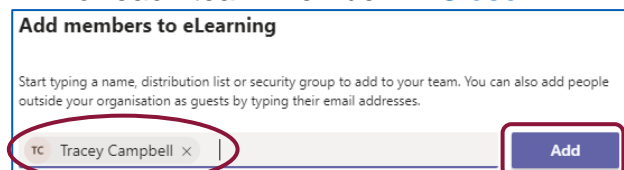
- Enter a **Team name** and a **Description**.



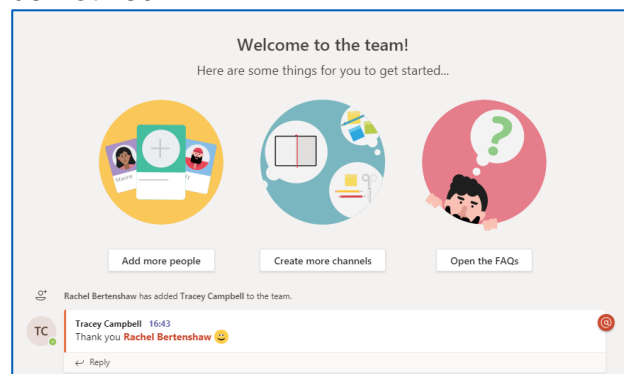
- Click **Create**.



- Enter a **member name** → **Add** → **repeat** for each team member → **Close**.

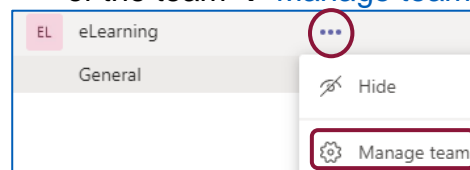


The team is now created and members will be notified.



Manage a Team

- Click on the **ellipses** (3 dots) to the right of the team → **Manage team**.



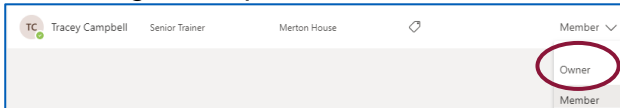
Owners, Members and Guests

- Owners** manage certain settings for the team. They add and remove members add guests, add apps and change team settings. There can be multiple owners within a team.
- Members** are the people in the team. They talk with other team members in conversations. They can view, upload and change files. Their collaboration permissions are managed by owners.

- **Guests** are people from outside of the organisation that have been invited to collaborate but permissions are limited.

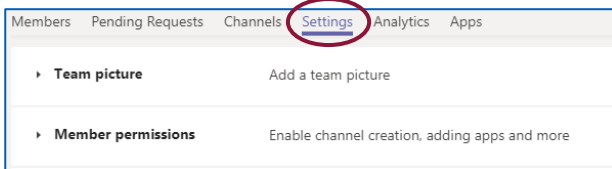
To change a **Member** to an **Owner**.

- Go to the **Member** tab → click the **drop down arrow** on the member name and change the option to **Owner**.



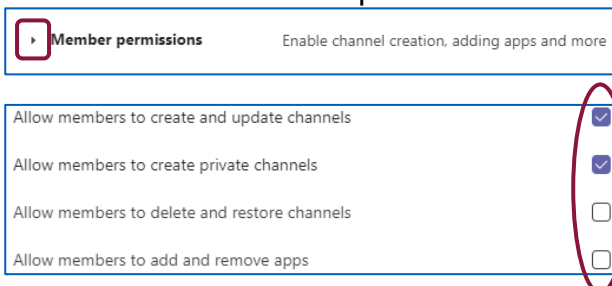
They will now appear in the **Owner** list.

The **Settings** tab is where a team picture can be uploaded, **Member permissions** are applied and **emojis, GIFs and memes** are allowed.



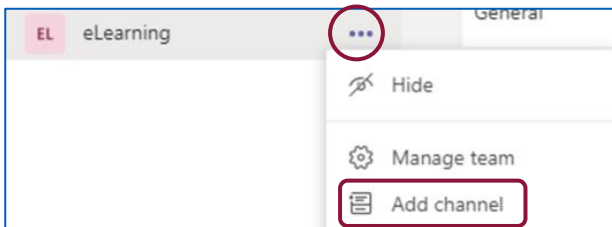
To change **Member** permissions.

- Click the **arrow** next to **Member permissions** → **check** or **uncheck** the relevant boxes as required.



Add a Channel

- Click on the **ellipses** (3 dots) to the right of the team → **Add channel**.



- Enter a channel name → **description** → update the **Privacy** to either **Standard** → **Add**.

A screenshot of the 'Create a channel' form for the 'eLearning' team. The form has fields for 'Channel name' (with 'Moodle' entered), 'Description (optional)' (with placeholder text 'Help others find the right channel by providing a description'), and 'Privacy' (set to 'Standard - Accessible to everyone on the team'). There are 'Cancel' and 'Add' buttons at the bottom. The 'Add' button is circled in red.

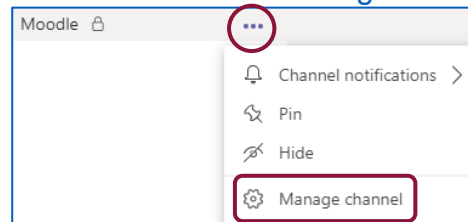
If **Private** is selected:

- Click **Next** → type the names of the members to be included → **Add** → **Done**.

A screenshot of the 'Add members to the Moodle channel' form. It has a header 'Add members to the Moodle channel' and a sub-header 'This is a private channel, so only the people you add here will see it.' Below this is a search bar 'Start typing a name' and an 'Add' button. A list of members is shown below, including 'TC Tracey Campbell (TRACEY.CAMPBELL) Senior Trainer' with a 'Member' dropdown and an 'X' button. At the bottom right is a 'Done' button.

Manage a Channel

- Click on the **ellipses** (3 dots) to the right of the team → **Manage channel**.



Channel **Members** and **Settings** are managed in a similar way to how a Team is managed. Change a **Member** to an **Owner**, apply **Member permissions** and allow emoji, memes and GIFs can all be accessed here.

To book training or speak to a trainer, please get in touch via:
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