

Add a Tab to a Channel in Teams

Channels are areas where teams can work collaboratively. They are made up of tabs which can be updated with apps and arranged to help manage media and information.

Quick Reference Guide

General Channel Default Tabs

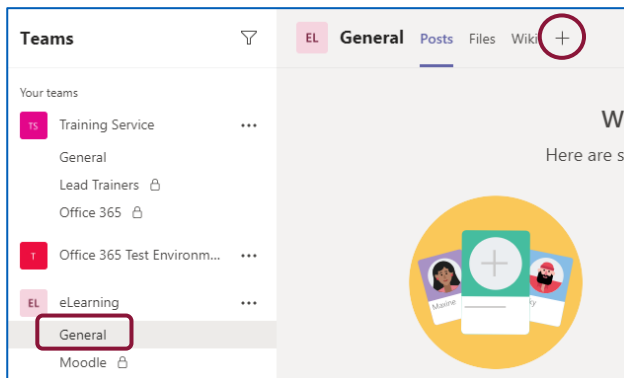
General channels have three default tabs.

- Posts – send a message, reply to a message or mention somebody
- Files – create and upload files
- Wiki – create information pages with sections, notes and content.

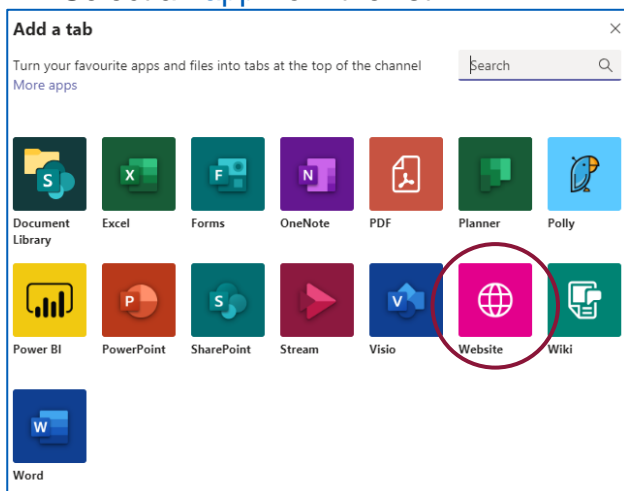
When a new channel is created, it will only have two default tabs; **Posts** and **Files**. More tabs can be added as required.

Add a New Tab

- Click on the **Channel** to open it up → **+** button.



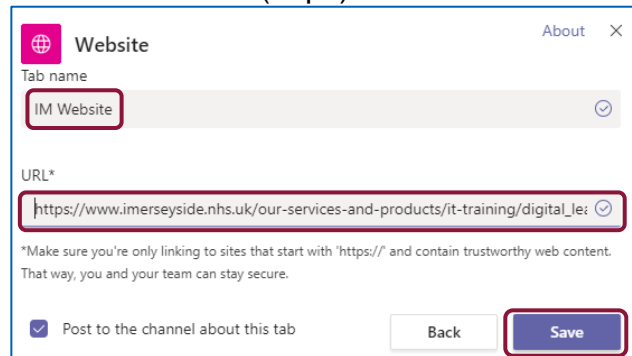
- Select an **app** from the list.



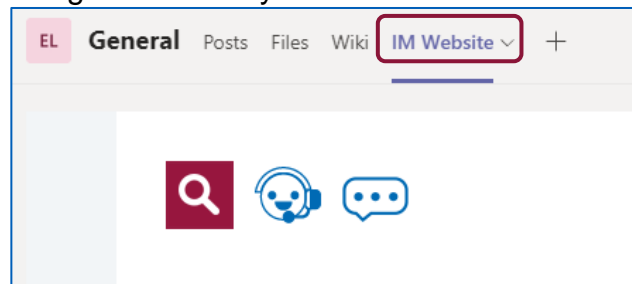
Common apps include:

- Website – access a site
- Planner – assign and manage tasks
- PDF – view as a PDF file

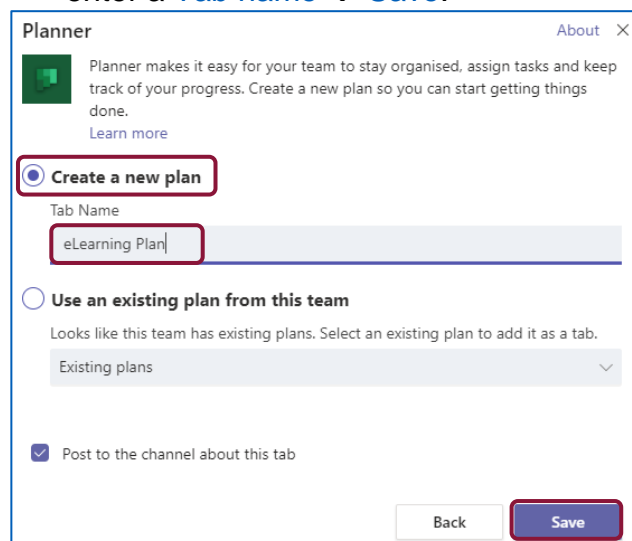
- To add a **Website** tab → click the **Website** app → enter a **Tab name** → add a secure (https) **URL** → **Save**.



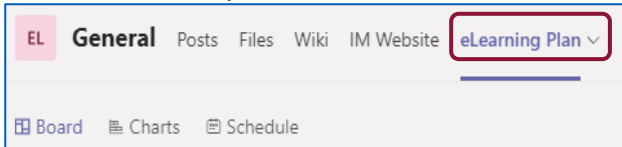
The tab will be added to the menu bar at the top of the channel. The website can be navigated and fully accessed within the tab.



- To add a **Planner** tab → click the **Planner** app → **Create a new plan** → enter a **Tab name** → **Save**.

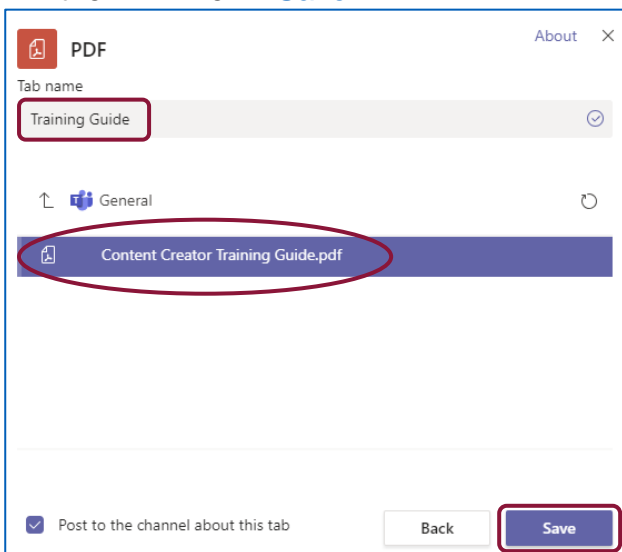


The tab will be added to the menu bar at the top of the channel. The Planner can be accessed and updated within the tab.

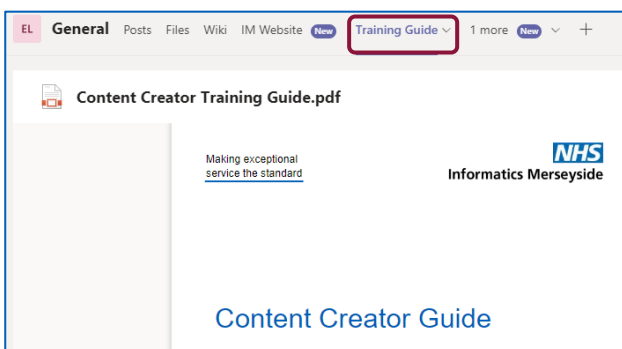


The **Planner** app can only be added to a **Public** channel.

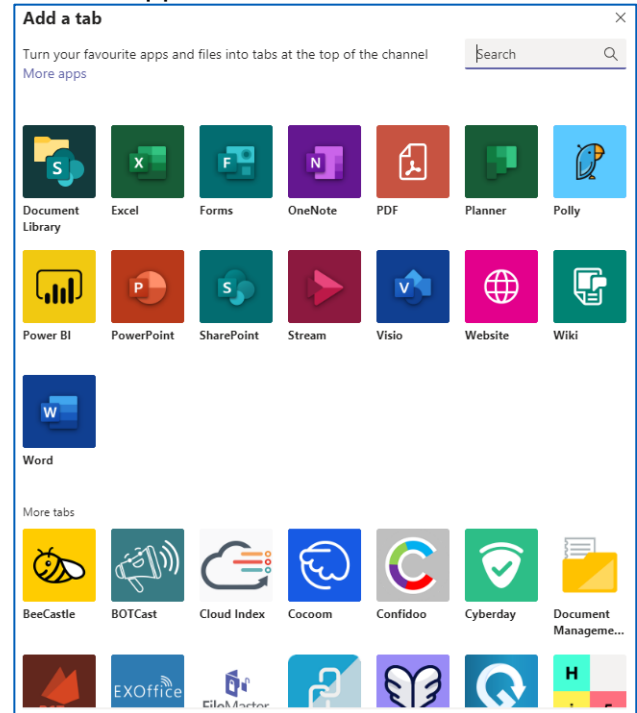
- To add a **PDF** tab → click **+** then the **PDF** app → enter a **Tab name** → select the PDF file → **Save**.



The tab will be added to the menu bar at the top of the channel. The PDF can be accessed and updated within the tab.

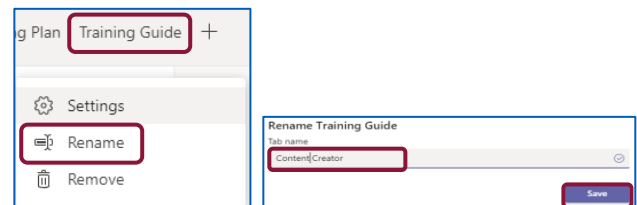


App availability will vary dependent upon the users licence type and permissions. Even if the app is listed as a tab option, it does not guarantee that the app can be added as a tab.

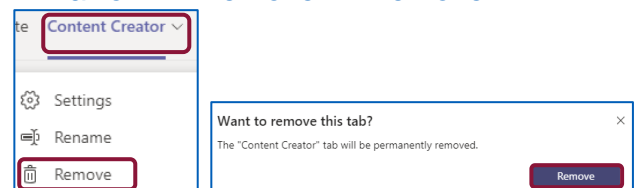


Rename or Remove a Tab

- To rename a tab → click the tab in the menu bar at the top → click the **down arrow** → **Rename** → enter new name → **Save**.



- To remove a tab → click the tab in the menu bar at the top → click the **down arrow** → **Remove** → **Remove**.



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