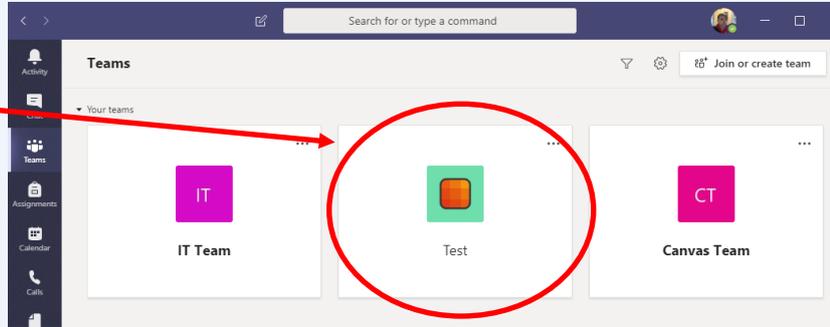


# How to setup Team channels for each aspect of the syllabus

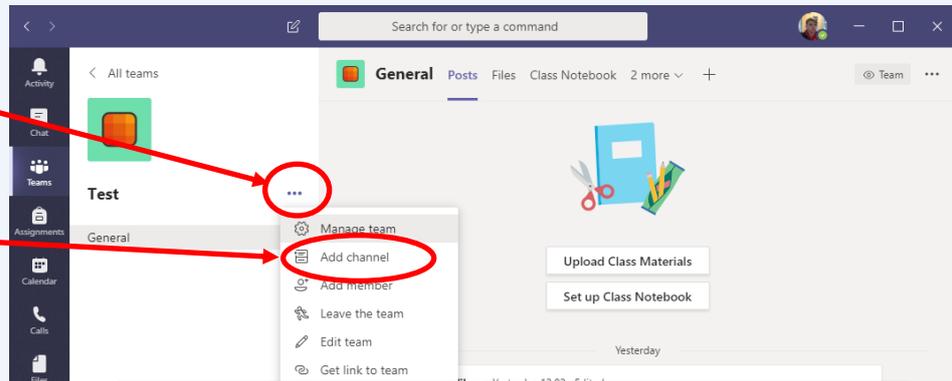
Channels can be used to divide teams into sub sections. This can be useful as it can help organise relevant topic information into one area. Similar to how a college will be divided into classrooms for certain subjects.

1. Navigate to the team you would like to create a channel in.



2. Locate the 3 dots below the team picture and click on them.

3. From the dropdown box select "Add channel"



4. You should then be prompted with a menu that allows you to set a channel name, description and privacy setting. The privacy setting will dictate who in the team can view the channel.

5. It is advised that you check the box marked "Automatically show this channel in everyone's channel list" as it will ensure everyone in the team is able to view the new channel you create.

6. Once you have filled in the necessary details you will be able to hit the "Add button" The new channel will then appear in the list of channels underneath the team picture. You will then be able to access it to add files and notes for that aspect of the syllabus.

**Create a channel for "Test" team**

Channel name  
Letters, numbers and spaces are allowed

Description (optional)  
Help others find the right channel by providing a description

Privacy  
Standard – Accessible to everyone on the team

Automatically show this channel in everyone's channel list

