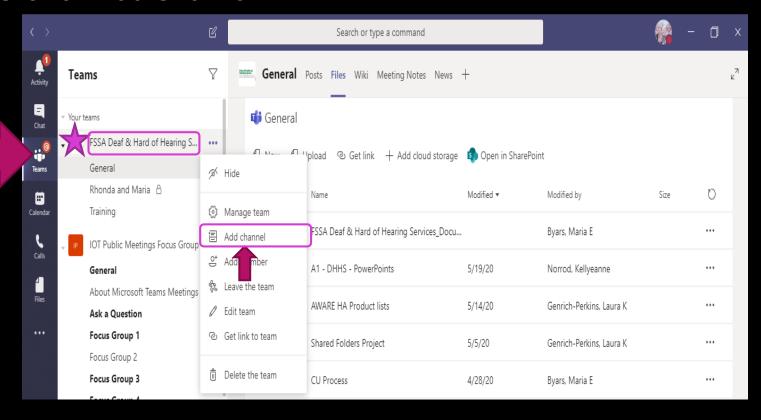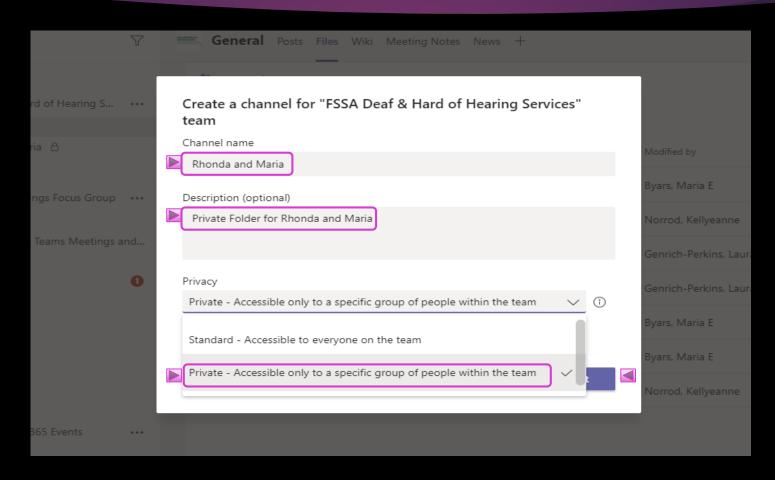# MS Teams – Private INFORMATION SHARING

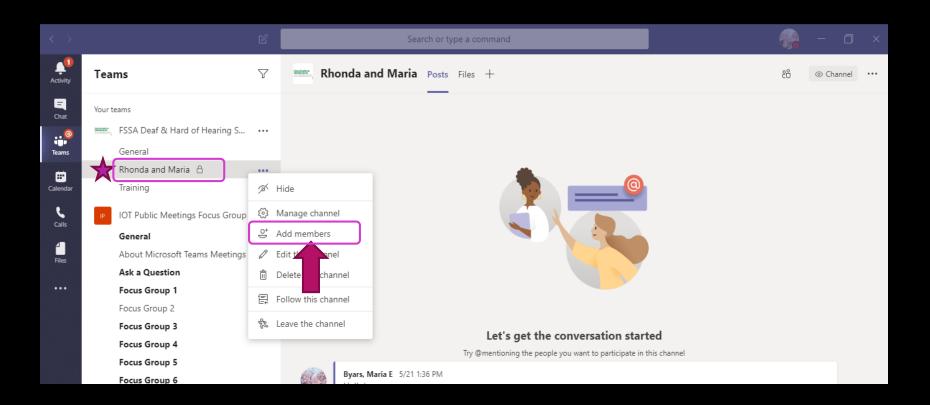CREATING CHANNELS AND FOLDERS TO SHARE INFORMATION PRIVATELY

- Click on Teams on the left in the application list
- Right click on the name of the Team you want to add the channel
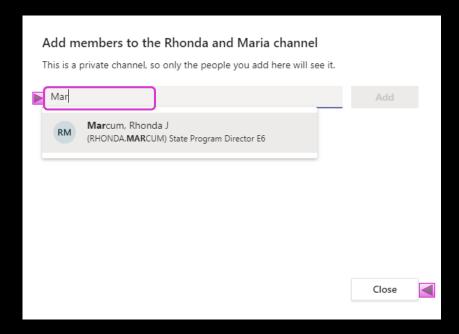- Click on Add Channel

- Type in the name of your channel and a brief description
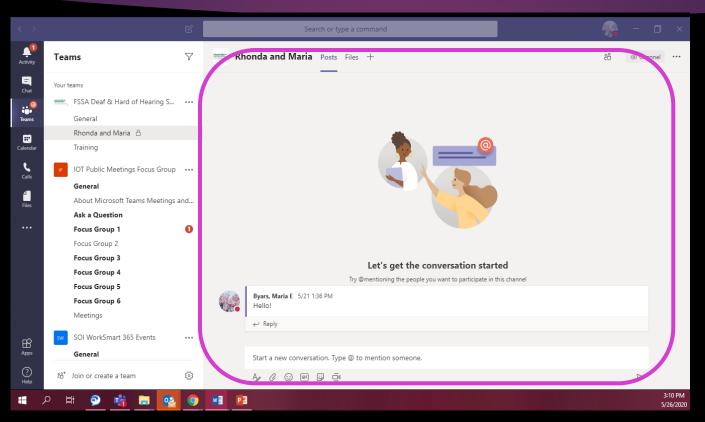- Mark the channel private and click close

General Posts Files Wiki Meeting Notes News +

Create a channel for "FSSA Deaf & Hard of Hearing Services" team

Channel name

Rhonda and Maria

Description (optional)

Private Folder for Rhonda and Maria

Privacy

Private - Accessible only to a specific group of people within the team ⌄ ⓘ

Standard - Accessible to everyone on the team

Private - Accessible only to a specific group of people within the team ✓

Modified by

Byars, Maria E

Norrod, Kellyeanne

Genrich-Perkins, Laur

Genrich-Perkins, Laur

Byars, Maria E

Byars, Maria E

Norrod, Kellyeanne
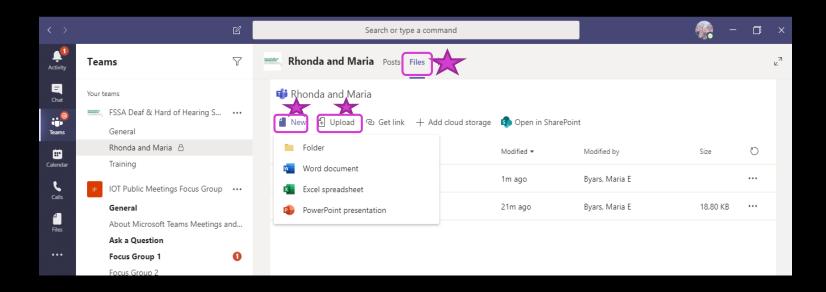
- Right click on your channel
- Click add members

❖ Start typing their name, click on the correct person

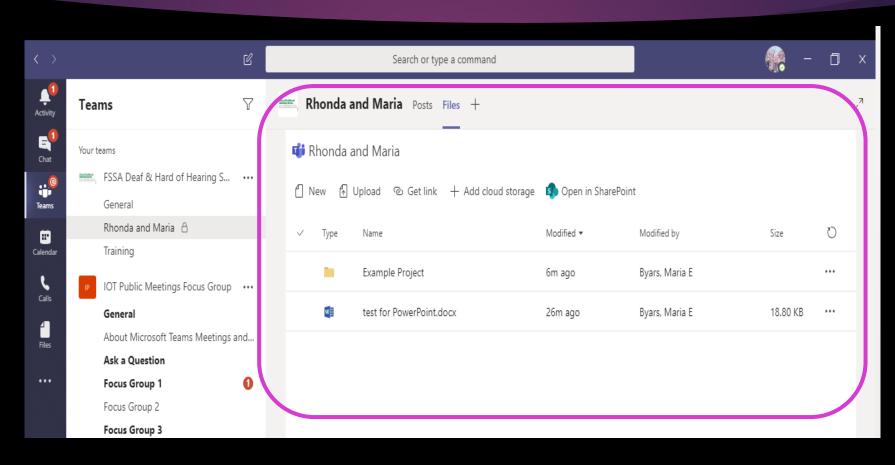❖ Either continue adding more members, or click close

- This channel will not be visible in anyone else's list

- In Posts you will be able to have a private conversation

- ❖ Click on Files

- ❖ Click on New or upload to add any folders or files needed to share privately

Now you are able to share and collaborate privately until the big reveal

Ta Dah!!

Contact Us:

email: DHHShelp@fssa.in.gov

Website: Dhhs.in.gov

Videophone: 317-542-3324

Division of Disability and Rehabilitative Services
Bureau of Rehabilitation Services
Deaf and Hard of Hearing Services