



## Team Channels Explained and Creation

Teams and Team Channels are a way to present the Office 365 SharePoint into smaller and self-managed chunks relevant to, as the name says, a Team.

With an application such as Teams, there is the tendency to use it in isolation without due regard to the other elements of O365 and create Teams and Channels without considering the overall SharePoint strategy. When designing your Teams implementation, it makes sense to keep it aligned to your Organisational Structure. Scouts NSW have already made that part simple by creating the Team at the Group Level.

Two things to remember

- Whatever you create you will need to maintain so while its tempting to create Channels for Patrols, it's a burden to maintain to that level
- Only Adult Members have an Office 365 account so anything below the section level is irrelevant to the Youth members

This How To is to explain what a Team and a Channel are with real world analogies and give step by step instruction in Channel creation

**Assumption:** You have an activated Office 365 account in [nsw.scouts.com.au](https://nsw.scouts.com.au) and have been made the owner or member of your Virtual Scout Hall in Teams

### Definitions

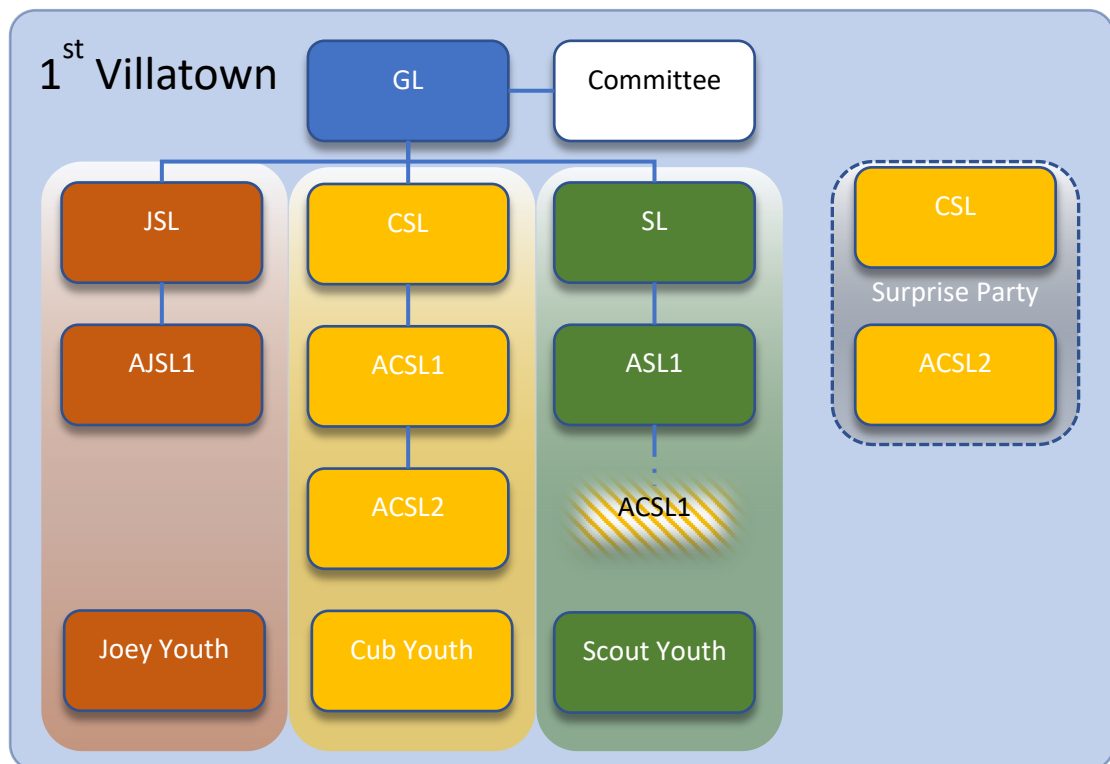
A Team is a Collection or Group. For those of you familiar with Microsoft Active Directory (and Azure), it's a Mail Enabled Security Group and presented in the Teams client software.

Channels are a Filter in the Team. For the technical among you, that means it's a filter against extended attributes of AD objects in Azure

## Teams and Channels explained as a Physical World Scout Group

As we are all familiar with Scout Groups, we shall use the fictional Group 1<sup>st</sup> Villatown to draw analogies.

- 1<sup>st</sup> Villatown Scout group has 3 Sections: Joeys, Cubs and Scouts. It also has a Group Leader, Committee and 7 other COAL Leaders.
- The 7 Leaders are JSL, AJSL1, CSL, ACSL1, ACSL2, SL and ASL1
- ACSL1 also is involved in the Scout Section.
- The GL is not active in any of the Sections.
- The GL is approaching 25 Years of Service so CSL and ACSL2 are planning a Surprise Party to Celebrate.



In our example Scout Group, we see little interaction between the Sections and the Sections are insulated from the Committee. Off to the Right is the 25 Years Surprise party planners with no connection to the other sections and keeping the preparation secret from the GL but still enclosed in the 1<sup>st</sup> Villatown box.

Translating from the example Group to an MS Teams and Channel based Hall

Real World	Virtual Representation
1 <sup>st</sup> Villatown Scout Group	MS Team "Hall - 1 <sup>st</sup> Villatown Scout Group"
Joey Section	Channel "Joeys"
Cub Section	Channel "Cubs"
Scout Section	Channel "Scouts"
Group Leader	Team Owner "Hall 1 <sup>st</sup> Villatown Scout Group"
Committee	Private Channel "Committee"
Surprise Party	Private Channel "25 Years Surprise"
Hall Notice Board (not shown)	Channel (General)

Remembering that a Team is a Grouping and Channels are Filters we can use the Channel to allow focus by a Team member on a particular stream of information.

Example 1: ACSL1 has a Primary COAL for Cubs but assists in Scouts. Generally, ACSL1 would operate in the Cubs Channel but can check the Scouts Channel for items posted there. In this way, "irrelevant" information (e.g. Joeys Channel) is not distracting ACSL1; ACSL1 and flick between the Cubs and Scout Channel

Example 2: Committee is a Private Channel available only to its members (i.e. GL, Group Treasurer, Group Chair and Group Secretary)

Documents that the Committee wish to keep private from the group in general are maintained in the Committee Channel.

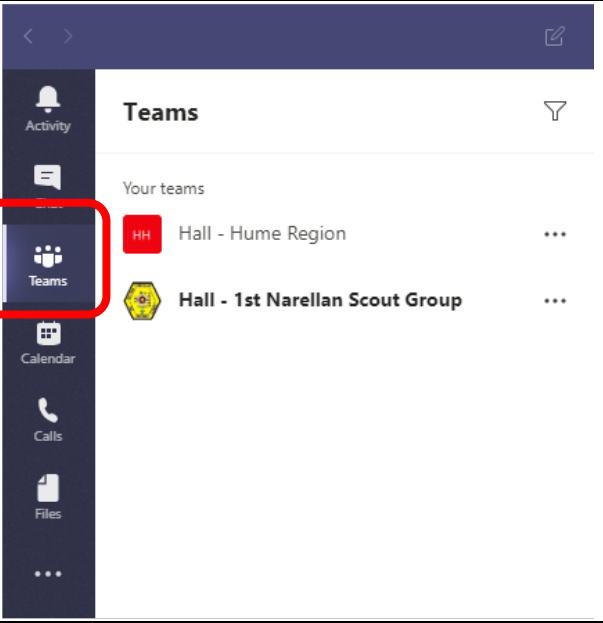
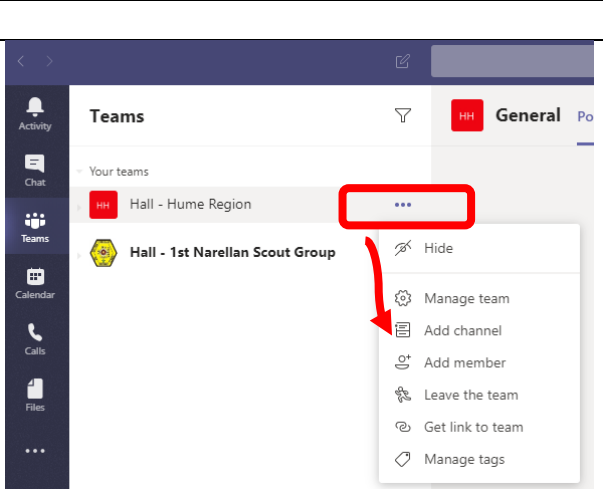
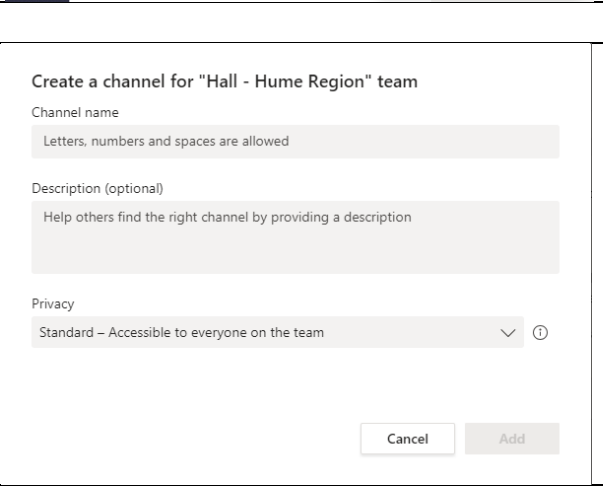
Committee Documents etc. that are for the Group's consumption such as Committee Minutes, Working Bee Notice etc are placed in the General Channel for all to see.

Example 3: Surprise Party Planning. Don't make the GL a member and they can neither see the Channel in the list nor access the data. The info in that Channel is not accessible to GL nor are they invited to Meetings with the Surprise Party Channel set.

Even though the GL is the Team Owner, the Surprise Party planning can be undertaken without the GL knowing.

# Creating Channels

## Standard Channel

<p>Click on the teams icon in the side tool bar</p>	
<p>Click on the 3 dots aligned with the Team you wish to add Channels to, then click Add channel.</p>	
<p>The Create a channel box appears. Check you are in the correct Team.</p>	

Enter the Channel Name  
Create a Description (if desired)  
Leave Privacy as "Standard"  
Click on "Add"

Create a channel for "Hall - Hume Region" team

Channel name

Cubs

Description (optional)

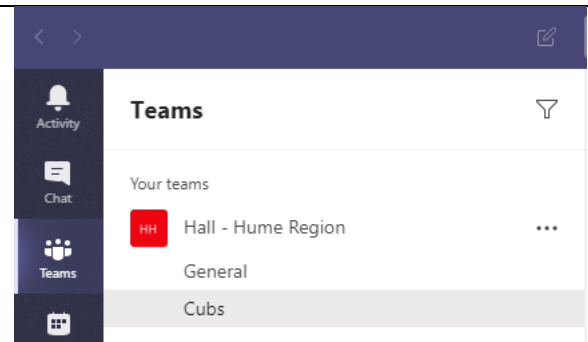
Cub Section General Information and Staff

Privacy

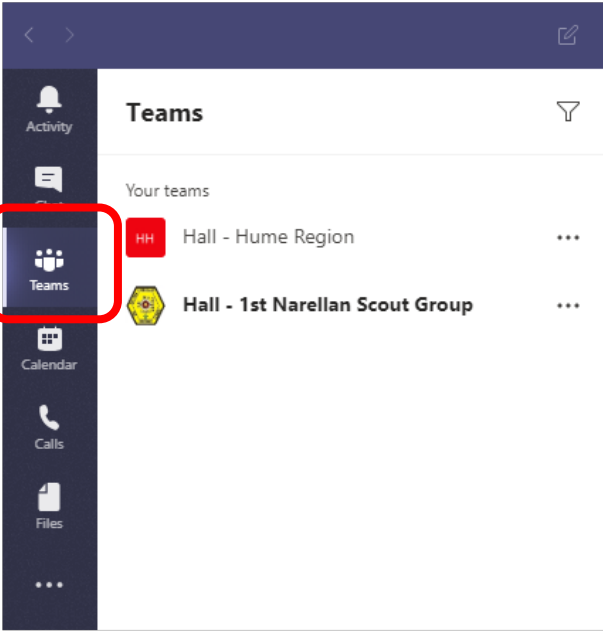
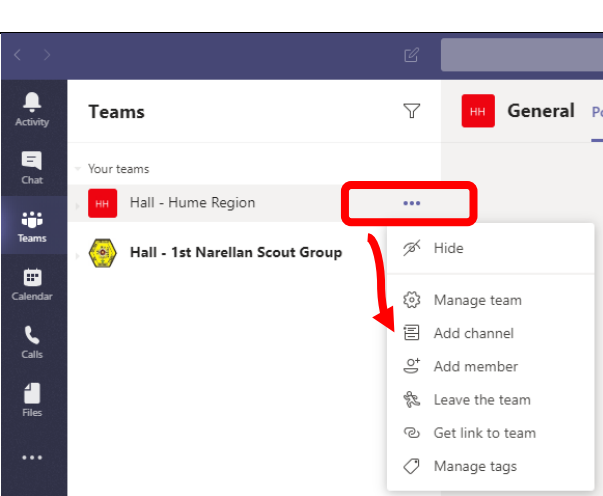
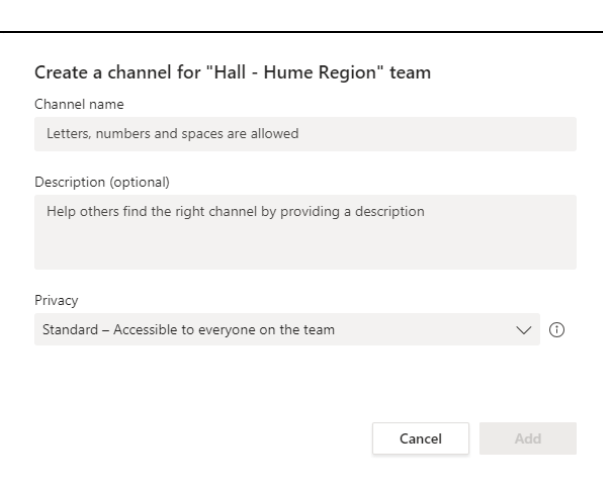
Standard - Accessible to everyone on the team


Cancel

Add



## Private Channel

<p>Click on the teams icon in the side tool bar</p>	
<p>Click on the 3 dots aligned with the Team you wish to add Channels to, then click Add channel.</p>	
<p>The Create a channel box appears. Check you are in the correct Team.</p>	

<p>Enter the Channel Name          Create a Description (if desired)          Click on the Drop arrow for Privacy and change to "Private"          Click on "Next"</p>	<p>Create a channel for "Hall - Hume Region" team</p> <p>Channel name  <input type="text" value="Committee"/></p> <p>Description (optional)  <input type="text" value="Committee (Private) Request access from the GL"/></p> <p>Privacy  <input type="text" value="Private - Only accessible to a specific group of people within the team"/> <span>⌵</span> ⓘ</p> <p><input type="button" value="Cancel"/> <input type="button" value="Next"/></p>
<p>Adding first member to the Private Team</p>	<p>Add members to the Committee channel</p> <p>This is a private channel, so only the people you add here will see it.</p> <p><input type="text" value="Start typing a name"/> <input type="button" value="Add"/></p> <p><input type="button" value="Skip"/></p>
<p>Click in the Box where it says "Start typing a name here" and start to type the name of the Adult Member of Scouts NSW          When you see the Full name of the member you wish to add, click on that</p>	<p>Add members to the Committee channel</p> <p>This is a private channel, so only the people you add here will see it.</p> <p><input type="text" value="Robert Bade"/> <input type="button" value="Add"/></p> <p> <b>Robert Baden-Powell</b> (Chief Scout of th...)          Robert.Baden-Powell</p> <p><input type="button" value="Skip"/></p>

Click on Add

Add members to the Committee channel

This is a private channel, so only the people you add here will see it.

 Robert Baden-Powell (Chief Scout of th ... ×

Add

Skip

Either Add more members or click on Close