Finding and Using Teams Channels

Overview

Teams are organised into **Channels** — dedicated spaces for different topics, projects, or departments. Channels help keep conversations organised and searchable.

Finding Your Teams and Channels

1. Open **Microsoft Teams**
2. Click **Teams** in the left sidebar
3. You will see a list of Teams you are a member of
4. Click on a Team to expand it and see its channels
5. Click a channel name to open it

Posting in a Channel

1. Open the channel
2. Click the message box at the bottom that says **Start a new conversation**
3. Type your message and press **Enter** to post

Tip: Click **New conversation** to start a distinct thread, rather than replying to an existing one.

Replying to a Channel Post

1. Find the post you want to reply to

2. Click **Reply** below the post
3. Type your reply — this keeps the conversation grouped together as a thread

Important: Always click Reply on the original post rather than starting a new conversation, so the thread stays together.

Channel Notifications

By default you are notified when someone @mentions you in a channel. To change notification settings for a specific channel:

1. Hover over the channel name in the sidebar
2. Click the **three dots (...)**
3. Select **Channel notifications**
4. Choose your preference (All activity, Mentions only, Off)

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