

Create and manage channels Video Transcript:

After you've created or joined a team you still need one more level of organization before you can start a conversation. Conversations are organized in something called a channel. Think of it this way. You'll be talking about many different topics with your teammates, it would be kind of confusing if somebody posted a question about scheduling when you're in the middle of a conversation about a website redesign. So within each team, you can organize different topics into channels. Now you can see I'm a member of two different teams here, and I want to take a look at the Web Development Team. Next to each team on the left there's a little triangle you can click to show or hide the channels inside of that team, and by default, each team will have one channel called General. So if for some reason you don't want to worry about setting up multiple channels, you can just use the General channel and put the rest out of your mind. Once you have a channel selected, over here to the right you can start a conversation, send messages and see replies, but we're gonna talk about posting messages in another movie. For now, I want to focus on how to add more channels. To do that, we're gonna go back to the title of the team and click the menu button to the right of the title, and there's an option here to add a channel. And I'm gonna give this a name, I'm gonna call this Home Page Redesign, I could put in a description if I want but that's optional, and then I can hit Add. And now I can see I have two channels inside of this team, and again, I can hit this triangle to hide or show those two channels. I can click to select whichever channel I want, and then I can see messages or post messages within that channel. So any team member can create a new channel, and within those channels, any active team member can participate in conversations. So that's how you can set up channels, a pretty simple but important layer of organization for your team communication.