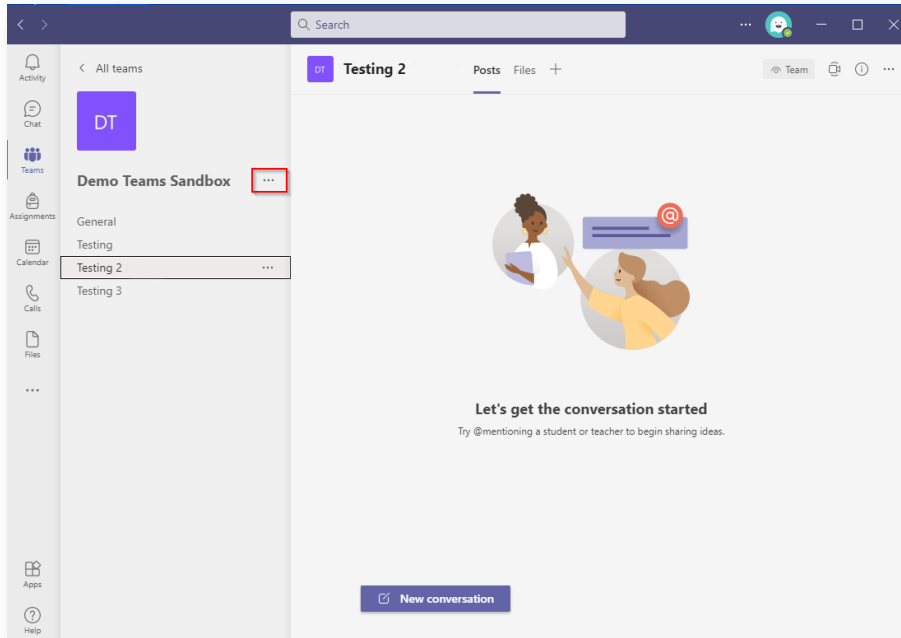# Adding a Private ADL Channel to a Team

Use this tutorial to add a private channel to your class team for ADL purposes.
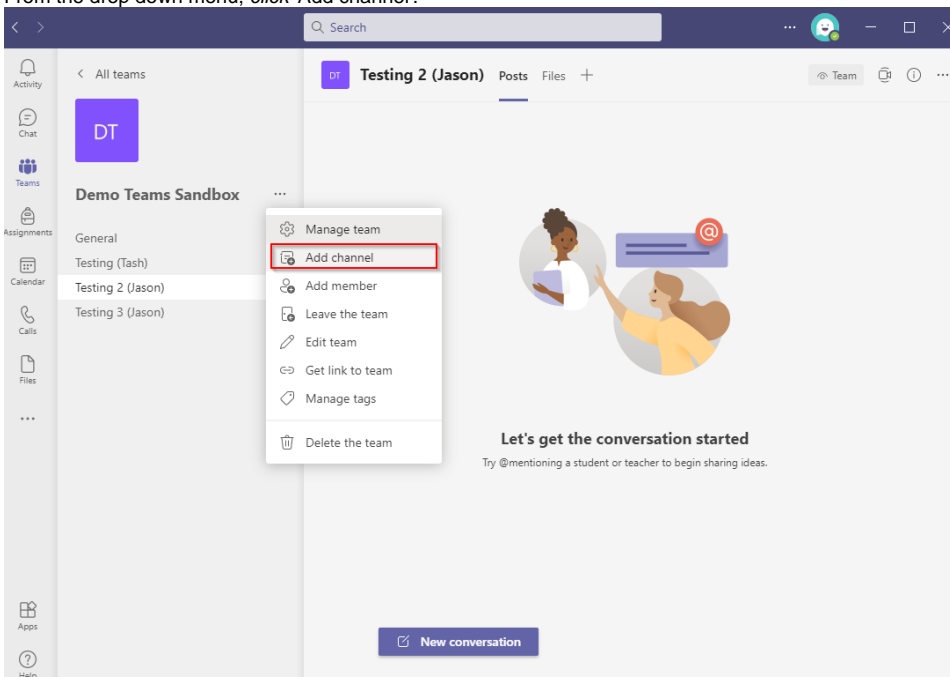You will need to add the ADL aide to this channel to allow for NCCD conversations, instructions and all communication regarding ADL students in this class pertaining to student work.

## Instructions

1. *Click* on the three dots next to the team name.



2. From the drop down menu, *click* 'Add channel'.

3. *Enter* a the channel name as 'ADL Discussion' and the description something similar to 'Private channel for ADL Discussions'.

## Create a channel for "Demo Teams Sandbox" team

Channel name

ADL Discussion ✓

Description (optional)

Private channel for ADL Discussions

Privacy

Standard - Accessible to everyone on the team ⌄ ⓘ

☐ Automatically show this channel in everyone's channel list

Cancel     **Add**

4. Under 'Privacy' *click* the drop down arrow.

## Create a channel for "Demo Teams Sandbox" 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

Cancel     Add

5. *Change* the 'Privacy' to 'Private' and click 'Next'.

## Create a channel for "Demo Teams Sandbox" 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

Standard - Accessible to everyone on the team  ✓

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

6. *Type* in the name of the ADL aid that needs to be added to the channel

## Add members to the ADL Discussion channel

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

| Start typing a name | Add |

Skip

As you type their name users will come up, *click* the user you wish to add

## Add members to the ADL Discussion channel

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

Skip

7. *Click* 'Add'.

## Add members to the ADL Discussion channel

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

 Add

Skip

8. The user will now appear in the list with a set permission, change the permission if needed then click 'Done'.

## Add members to the ADL Discussion channel

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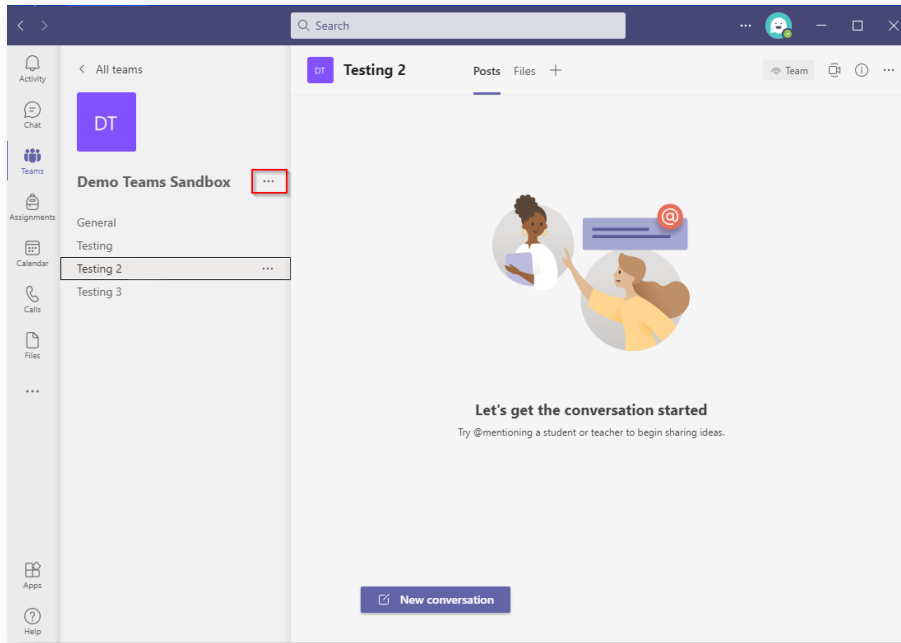
Start typing a name     Add

     Member ∨ ✕

Done

The private ADL channel has now been created, the channel will appear as normal in the drop down - with a lock symbol to indicate it is a private channel.



## Related articles

- Creating a Teams waiting room
- Teams for External Members
- Stop syncing a Channel's Files
- Share Screen during call
- Managing Members in Teams