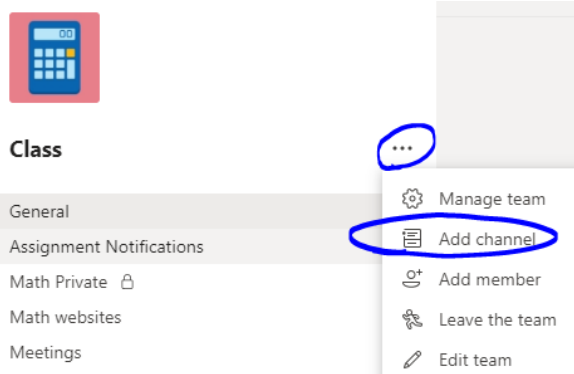


How to Create a Private Channel

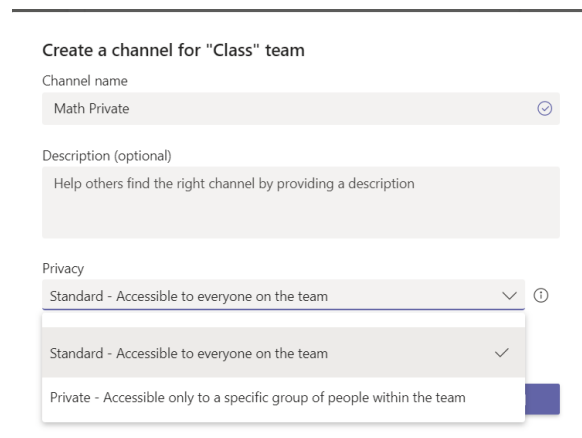
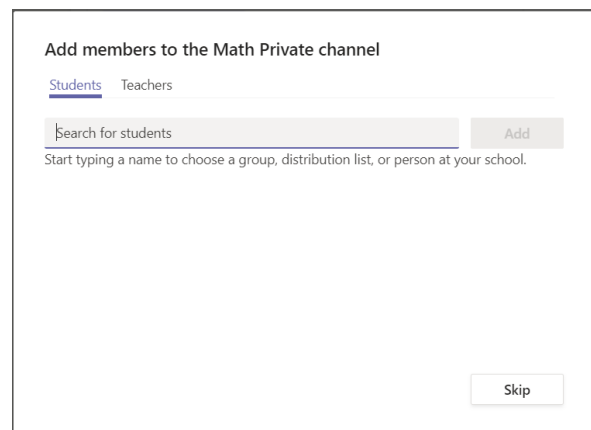
To create a **Private channel** in your Class Team, you have to do it when you add a new channel. A Standard (public) channel cannot be changed to a Private channel once it is created.

Note- A new channel cannot be named the same as a deleted channel so if you delete a Standard channel and want to create a Private channel, change the name before you delete it.

1. Choose the Class Team you would like to add the private channel. Click on ... More Options and select **Add channel**.



2. Give the channel a name and description (optional).
3. Click the dropdown arrow under Privacy and select **Private**. Click the **Next** button.

A screenshot of the 'Create a channel for "Class" team' form. The 'Channel name' field contains 'Math Private'. The 'Description (optional)' field has the placeholder text 'Help others find the right channel by providing a description'. The 'Privacy' dropdown menu is open, showing three options: 'Standard - Accessible to everyone on the team' (selected), 'Standard - Accessible to everyone on the team', and 'Private - Accessible only to a specific group of people within the team'.A screenshot of the 'Add members to the Math Private channel' form. The 'Students' tab is selected. There is a search bar with the placeholder text 'Search for students' and an 'Add' button. Below the search bar, there is a note: 'Start typing a name to choose a group, distribution list, or person at your school.' At the bottom right, there is a 'Skip' button.

4. Add students or teachers to the Private Channel or click Skip. If you skip this step, you can add members later by clicking on ... more options and Add members.

