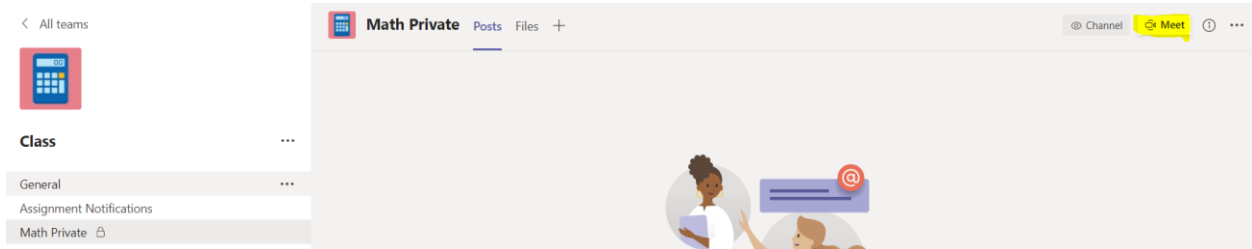# How to Hold a Teams Meeting in a Private Channel

At this time we cannot use the calendar to schedule a meeting with members in a private channel.

It is easiest for the teacher to send a chat message to member/members they would like to meet with and notify them of when they will be making a Teams call to meet.

When the teacher is ready, open the channel and choose **Meet** in the upper right corner.

All members will see a video camera next to their channel when the meeting begins. Participants tap the **camera** and then the **Join** button in Chat. They are connected to the meeting.