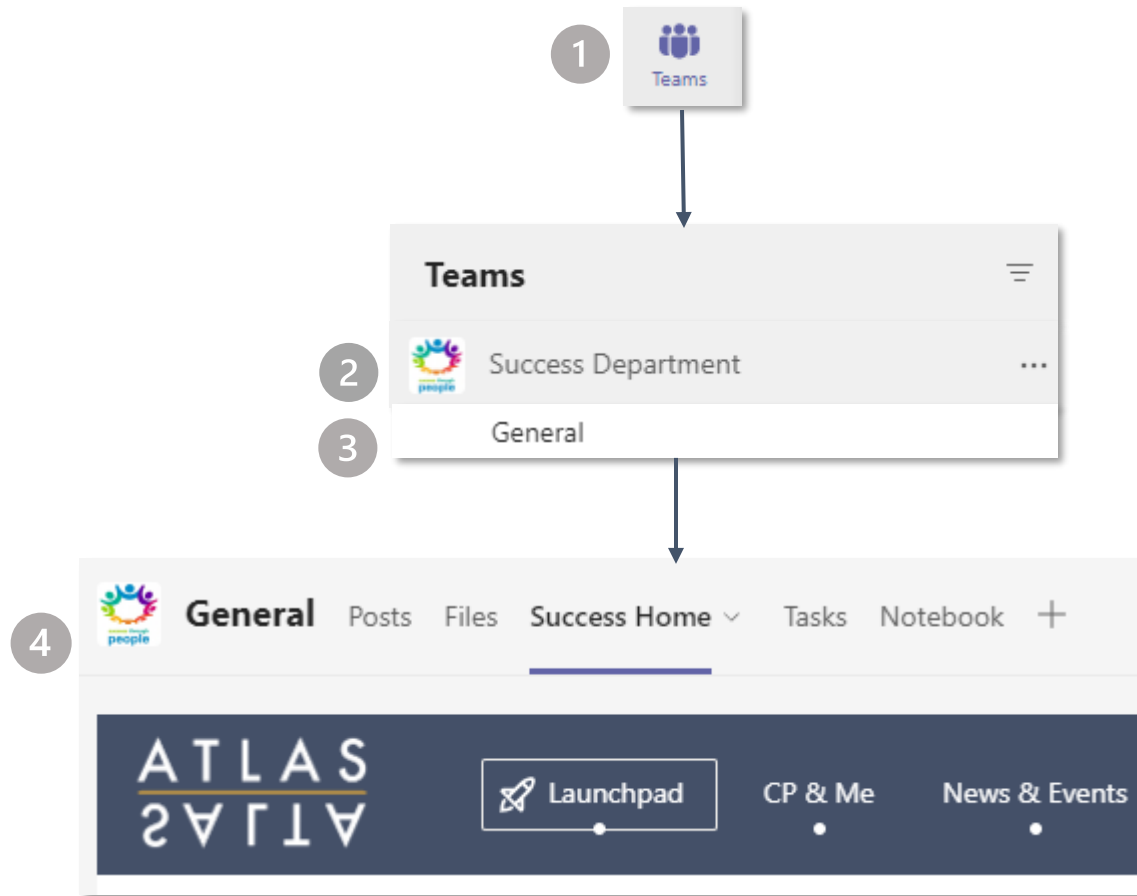


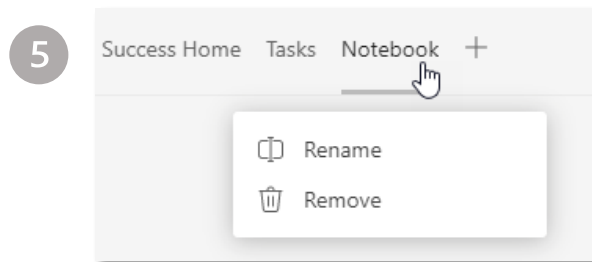
Using Tabs in Teams



Navigating to a Channel Tab in a Team

- 1** Click on the Teams Icon
- 2** Select the Team (Success Department)
- 3** Select the Channel (General)
- 4** Within a Team Channel there are Tabs displayed to the right of the Teams Screen

Using Tabs in Teams



Renaming & Removing a Tab

5 Right click on the chosen tab:
- Select either Rename or Remove

6 Rename the Tab option:
- Type in the space
- Press Save
This will now be updated

6 Remove the Tab option:
- A warning message is displayed
- Select Remove
This will now be removed

