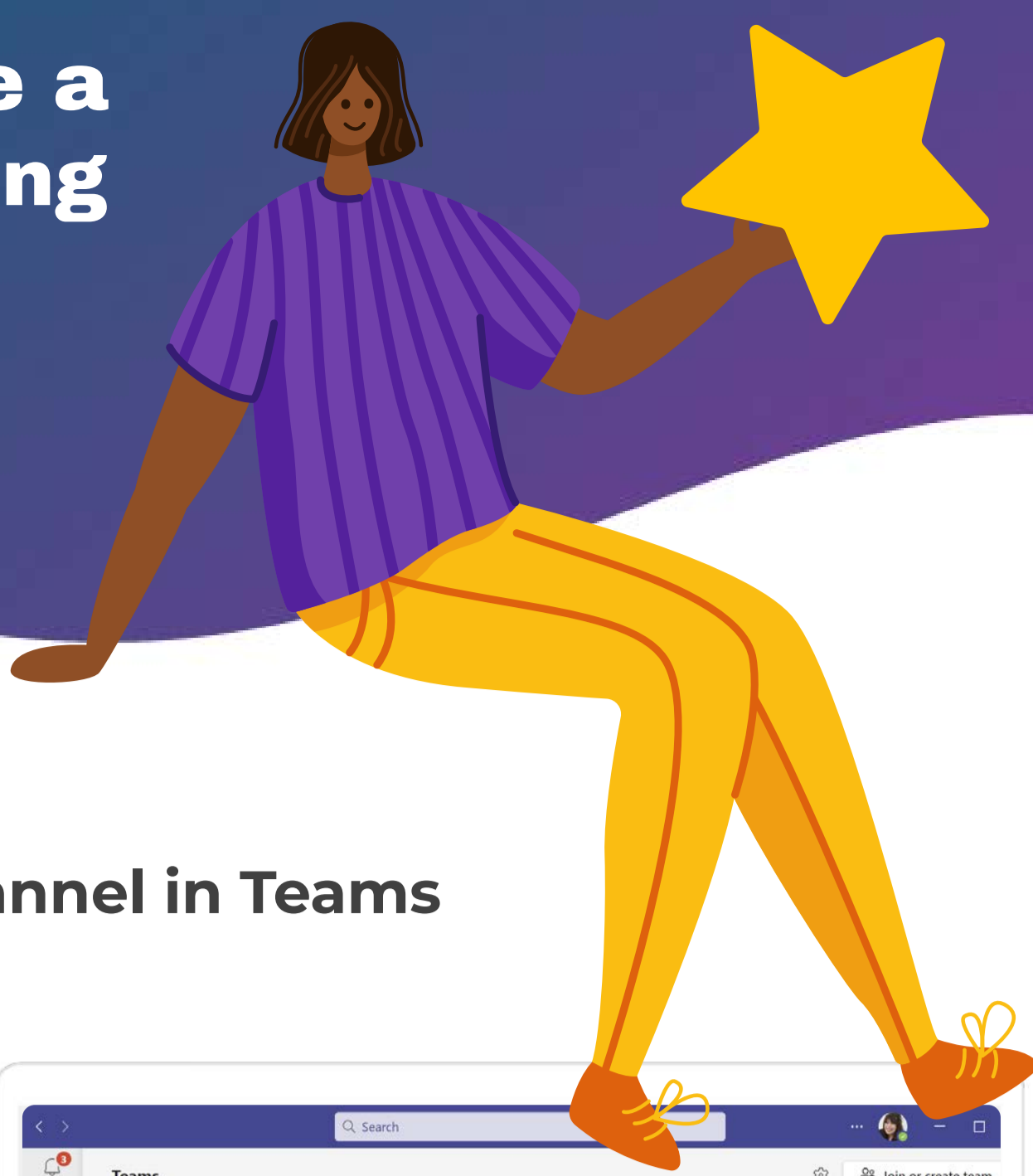
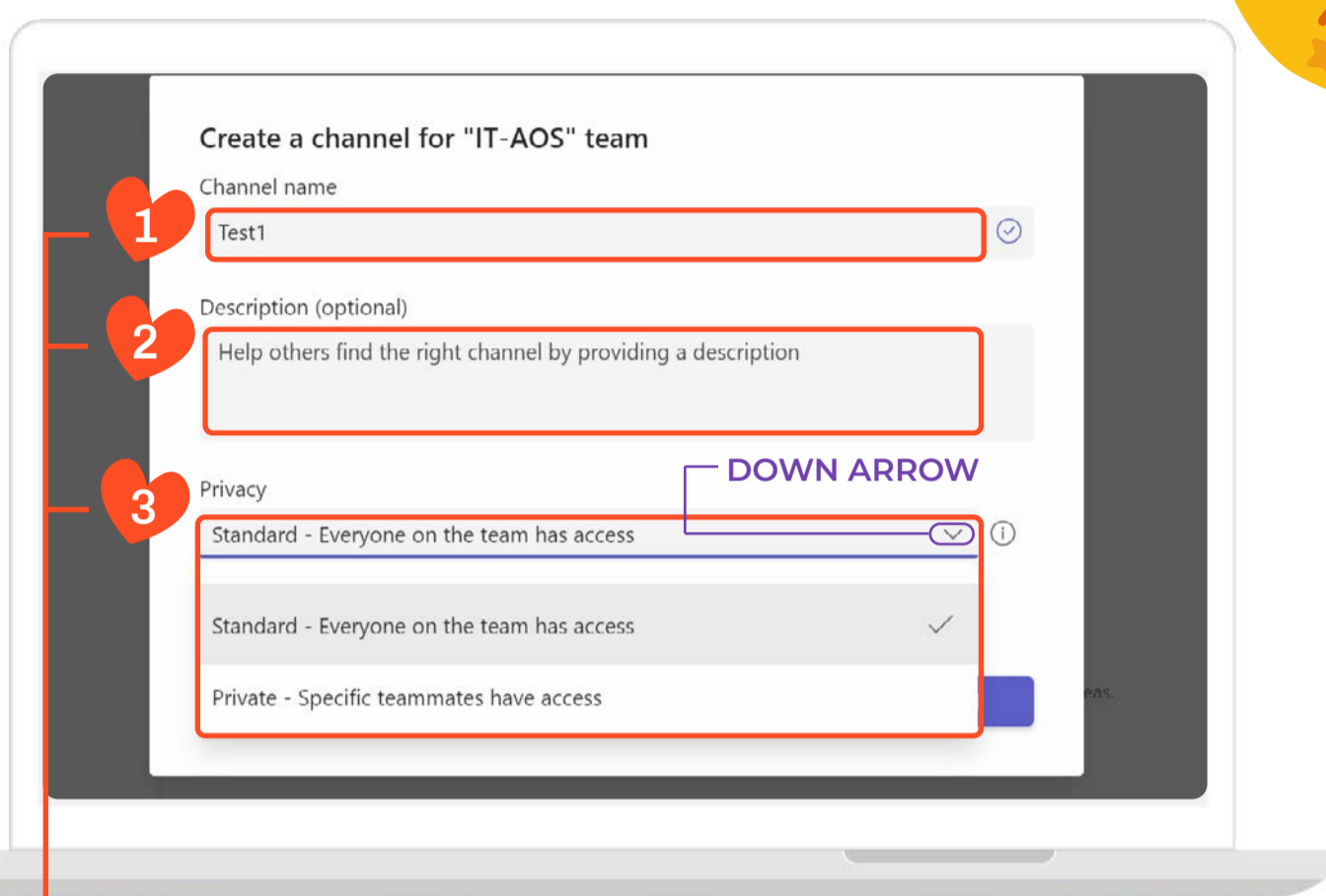
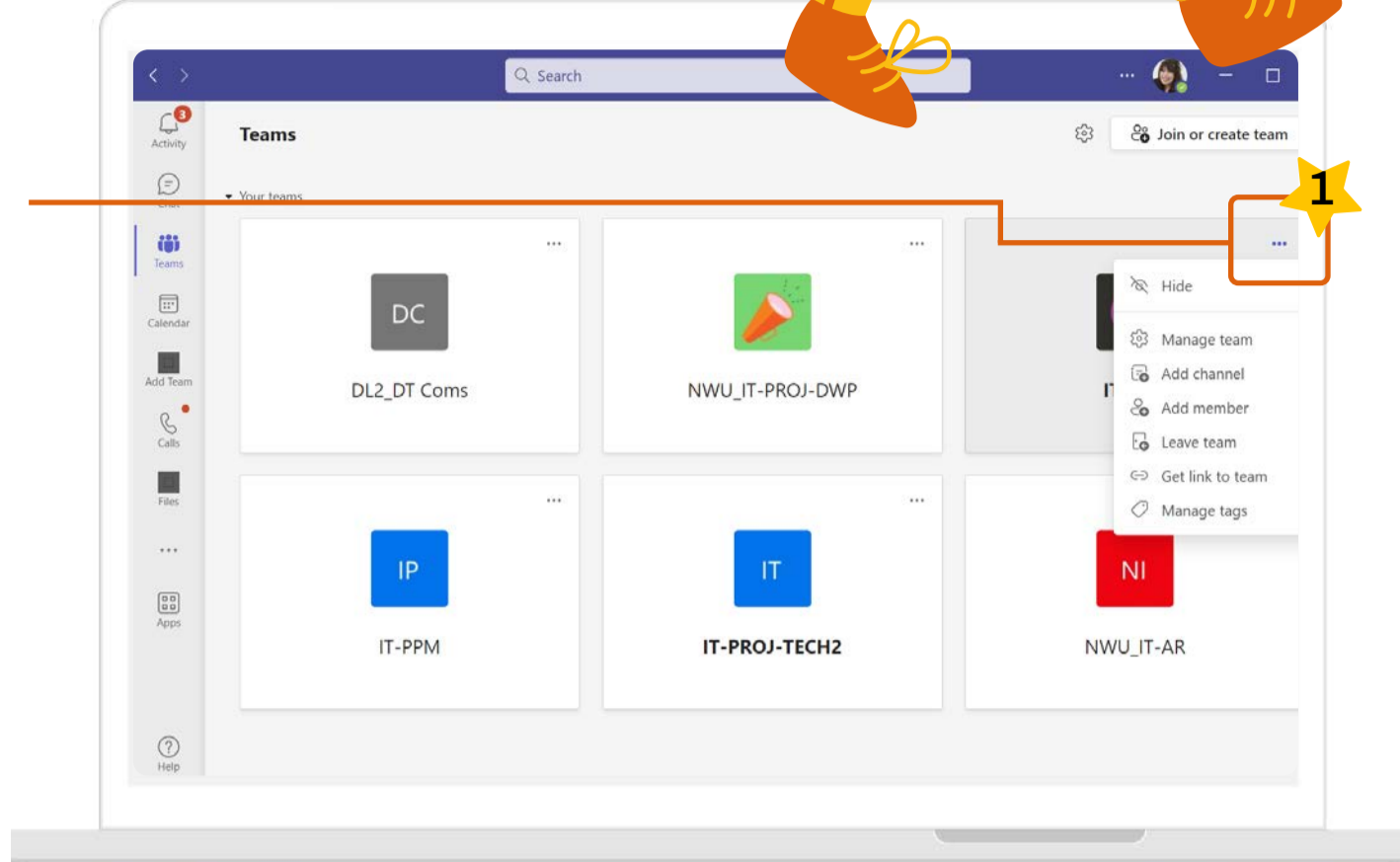


How to create a secured meeting in a Channel

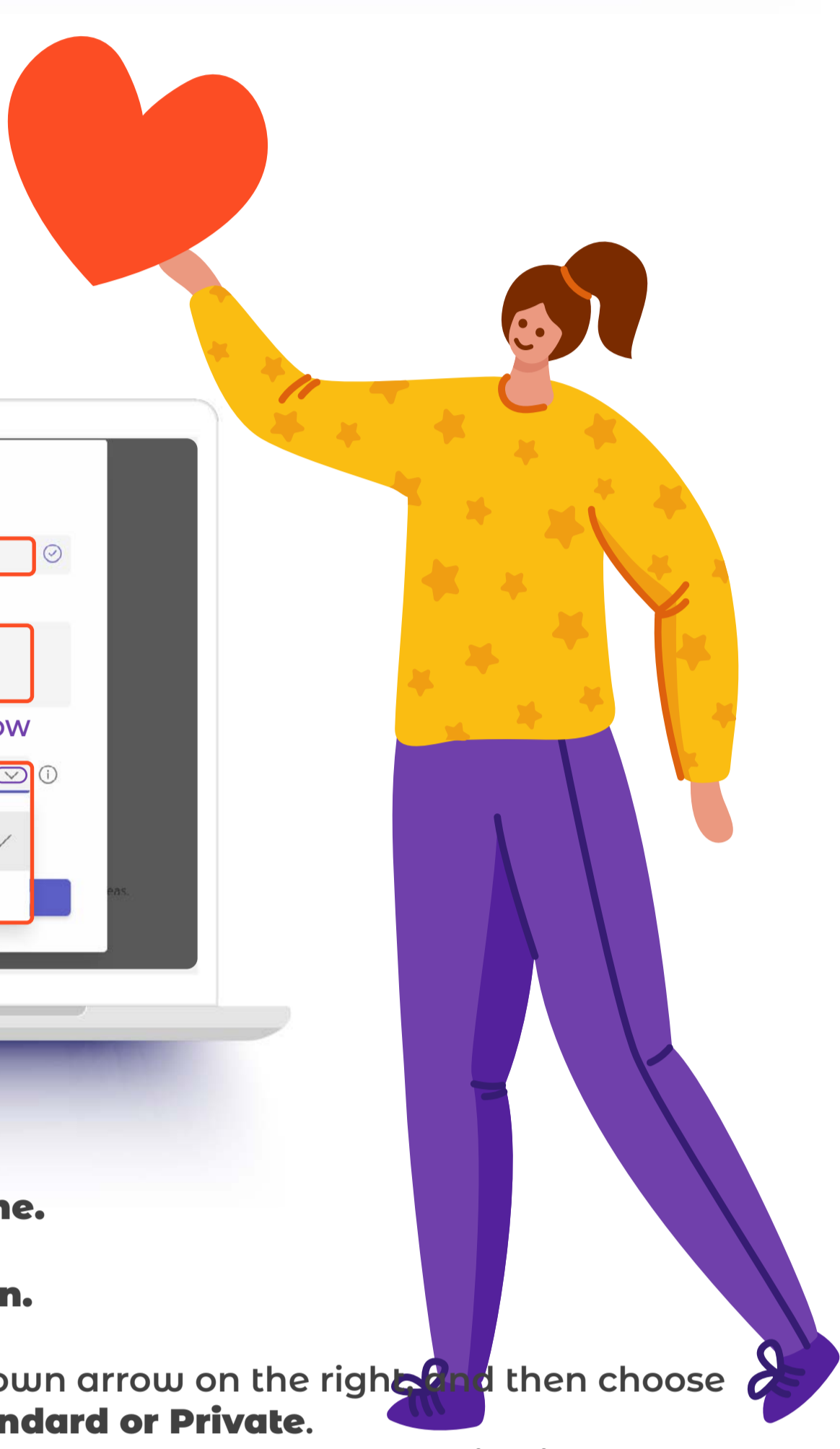


Step 1 Create a Shared Channel in Teams

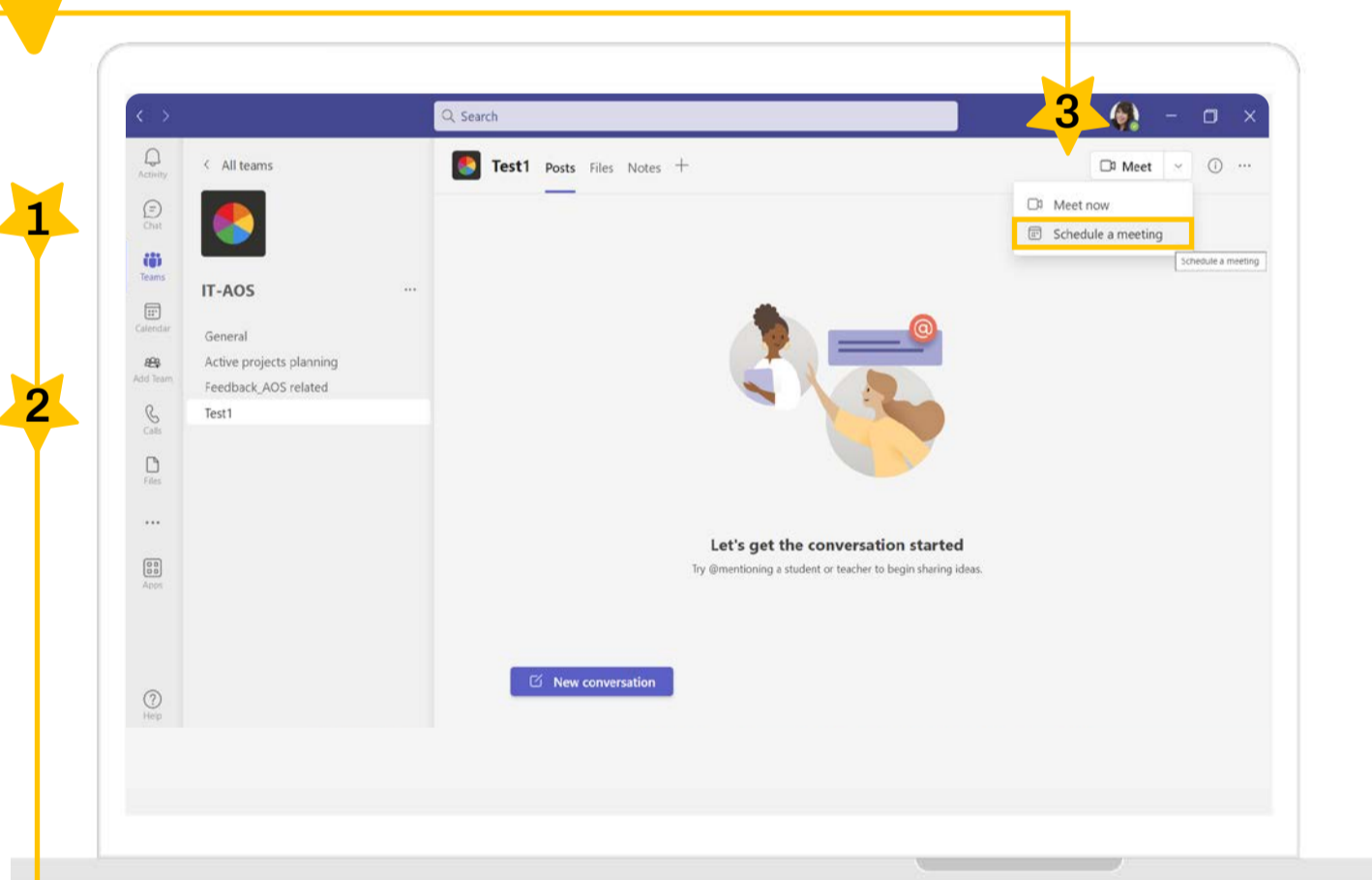
1. Go to the team you want to create the shared channel for and select **More Options**...



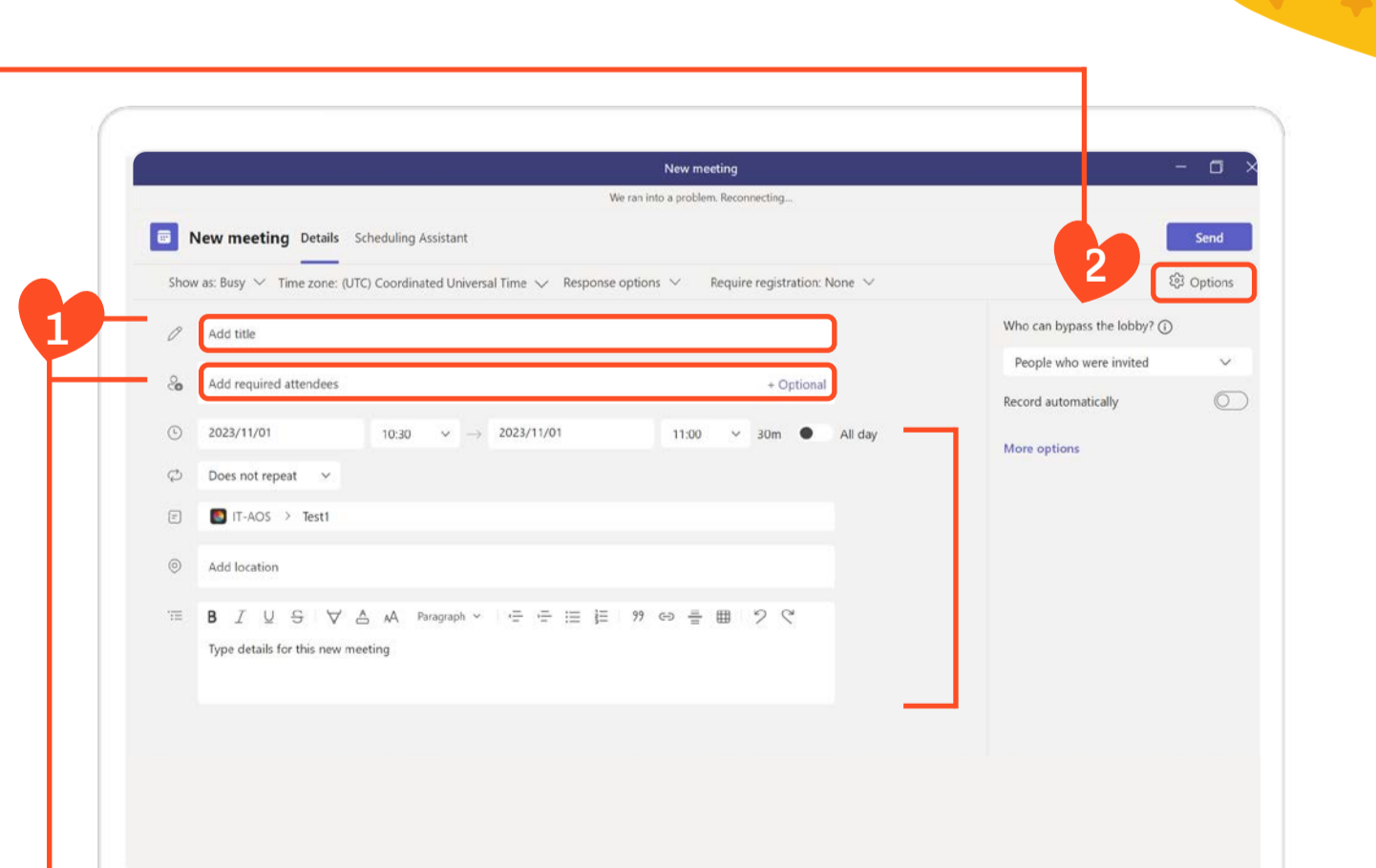
1. Enter the your **Channel name**.
2. Enter a **Channel Description**.
3. Under **Privacy**, select the down arrow on the right and then choose one of the shared options. **Standard or Private**. You may choose people to access from your your organisation or other organisations.



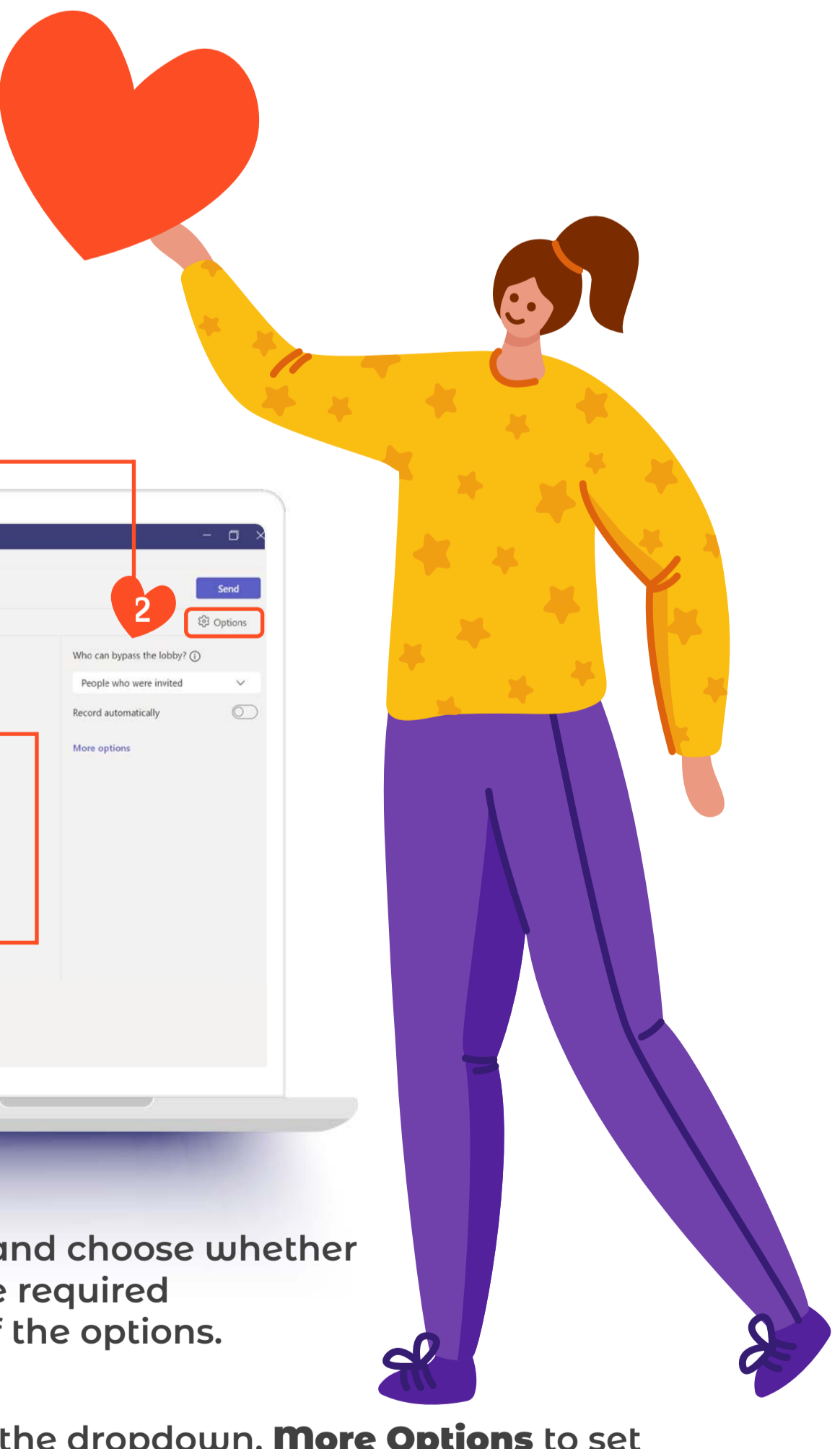
Step 2 Schedule a meeting within a team channel. IN THE CHANNEL



- 1 & 2. Go to Teams. on the left side of the app. Choose the channel you want to meet in from the list.
3. In the Posts tab, look for Meet. in the top-right corner. From the drop-down, select **Schedule meeting**...



- 1 & 2. Give your meeting a **title** and choose whether you to add a co-organiser and the required **attendees**. Complete the rest of the options.
3. Click **Options** top left and on the dropdown, **More Options** to set meeting options if you want to include video and mics for attendees.



When you're ready, hit **Join Now**.

Important: For meetings that take place within a channel, access to files and recordings will only be limited to the team owner and channel members.

NOTE: Attendees to the meeting only need to be sent a meeting link invite and not be added as members of a team.