Microsoft Teams Adding a Tab

Tabs can be added to Teams channels for many Microsoft supported applications. Tabs allow you to add third party apps and services within your Team, where you can read, edit and interact with the information from the tab.

Creating a tab

1. In *Microsoft Teams*, select **Teams** on the lefthand side of your screen.
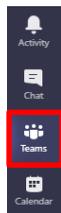
2. Select the Teams channel you would like to add a tab to.
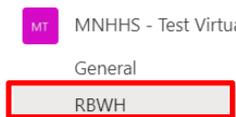
3. Select the ✚ icon at the top of your page to add a tab.

4. Select the application you would like to add as a tab. Follow the prompts and click on **Save** to complete tab set up.
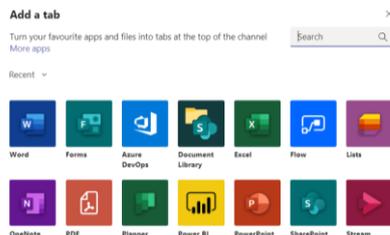
5. To remove, click on the **tab dropdown** and select **Remove**.
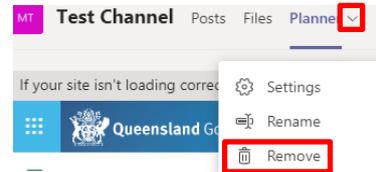
Create a tab with a URL

1. Select the Teams channel you would like to add a URL linked tab to.
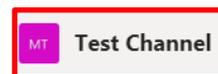
2. From your web browser, copy the URL address that you would like to make a tab with.

   tasks.office.com/healthqld.onmicrosoft.com/en-AU/Home/Planner/#/plantaskboard

3. Back in Teams, select the ✚ icon at the top of your page to add a tab.

4. Select the **Website** tile.

5. Type in a **Tab name**, paste the copied address into the **URL** section and select **Save**.
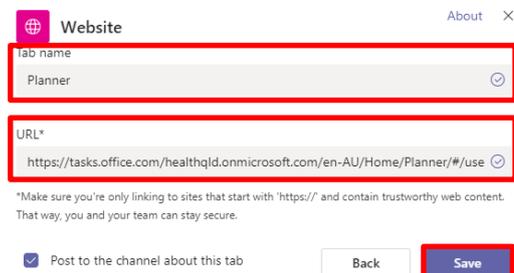
6. You will now see the new tab in the top section of your Teams channel.

Queensland Government