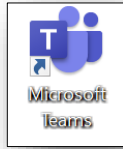


# How to Add a Tab in Microsoft Teams

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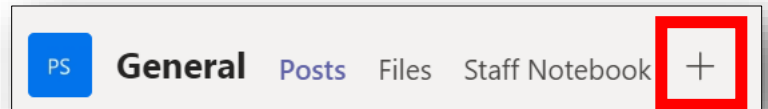
These directions will explain how to add a tab to a Microsoft Team.

1. Open **Microsoft Teams**.



2. Locate the Team where you want to add a tab and select it.
3. Click on the **Channel** where you want to add a tab.

4. Click on the **+ sign** at the top of the Team space.



5. Select the **app** you wish to use in the tab.

*Note: If you are adding a file (Word, PDF, etc.), the file must be added to the files in the Team first. A commonly used app is Website where a user can simply add a selected link.*

