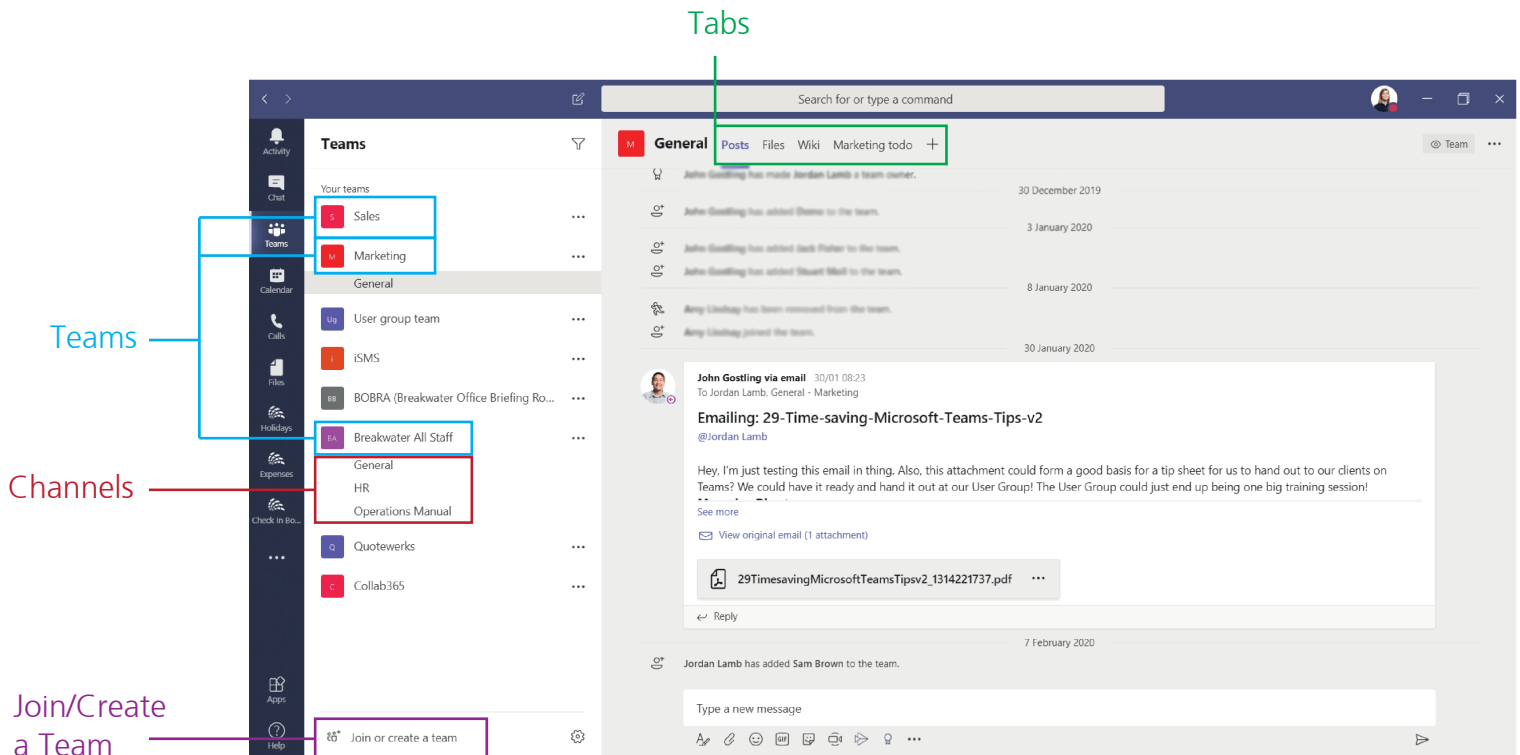# Teams and Channels in Teams

On the left toolbar of the Teams application, you will see the 'Teams' icon which will open your various Team channels.

Each Team has subsections, which are called Channels, and a General Channel will automatically be created per Team. You can have multiple Channels within a Team; for example, you could have a 'Marketing' Team and then Channels such as 'Social Media', 'Product Launch', 'Blogs' etc. Whenever there is a new notification or activity, the Channel will become bold.

You can easily create new Teams at the bottom of the existing Teams list.

Channel Tabs
Each Channel has their own tabs along the top. Conversation (group chat), Files (shared documents) and Notes (shared OneNote) are automatically created and you can then add your own tabs.

Adding Tabs
As well as the three automatic tabs you can add your own, which currently include Planner, Excel spreadsheets, Word documents and more.

Microsoft products can easily be added now, but there are also many future integrations coming to Teams, such as Asana integration. With integration between systems being so vital to teamwork, we can expect to see many more partnerships and out-of-the-box integrations!

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