

How to Add a Post or Announcement in Microsoft Teams

These directions explain how to add posts and announcements to a Microsoft Team.

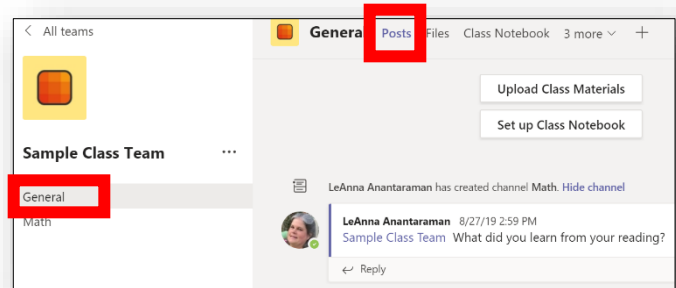
1. Open **Microsoft Teams**.



2. Navigate to the Team where you plan to create a post.

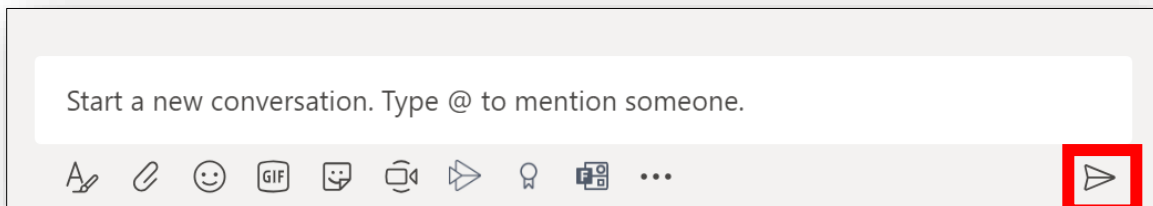
3. Select a **Channel**.

Note: Posts are only visible in the Channel where the post is made. You can choose to post to multiple channels, even those in other Teams, at one time.

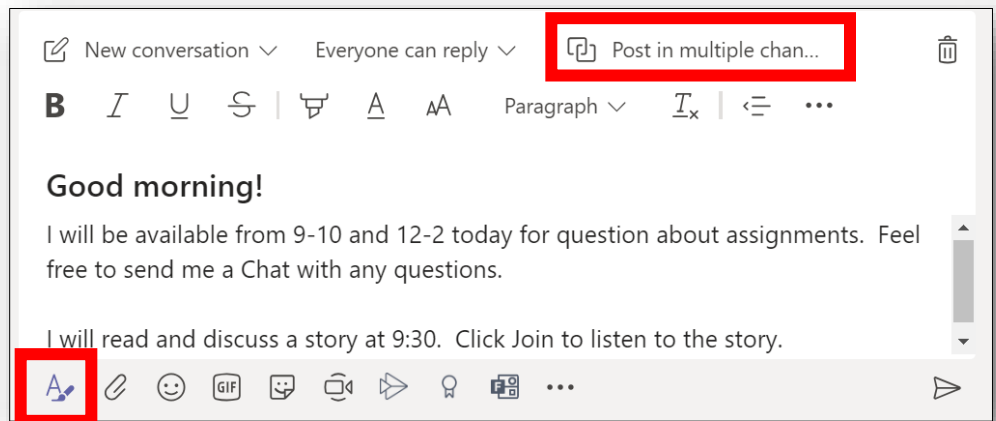


4. Click the **Posts** tab.

5. Type a message in the white box at the bottom of the screen. Click the airplane or press Enter on your keyboard to send the post to the Team.



6. Click on the **A** with a pencil to add text features like bold, italics, hyperlinks, and bullet points.
7. Click on **Post in multiple channels** to add the same post to multiple channels in the current Team and in other Teams.



8. Click on **New conversation** to change the post to an **Announcement**.

Note: Announcements add a picture in order to draw attention.

