

## 2.2.3 Posting in Teams Channels

This tutorial discusses how to post in a Teams channel and some best practices. Posting in a Teams channel can be used to tag specific people, inform your class of updates, changes, assignments, and more.

This tutorial will also explain the icons below the posting box.

The Start a new conversation box can be found at the bottom of any page that you can post in. For a classroom it is best to use the General channel in your Class Team.

1 Start a new conversation. Type @ to mention someone.



1	Type here to <b>create your message</b> . To tag someone so that they get a notification type @ followed by the name of the person, as you type their name should appear, click it (Tip: if you type @ and wait, a list of all team members will show). The @ symbol will disappear. Click <b>send</b> when finished.
2	<b>Format Text</b> – opens a larger text box with more text formatting options (bold, italics, colour, font size etc.). Then follow steps as in 1.
3	<b>Add Attachment</b> – A box appears with options of where to receive the attachment from. Most likely it is from your computer, Click <b>Upload from my computer</b> . The attachment will upload. Click <b>Send</b> to finish.
4	<b>Meet Now</b> - Click this to start a meeting. All members of the channel you click this in can join. This is where you can record a live lecture. A preview of your webcam will appear. Click <b>Join Now</b> . You can add a Meeting title.
5	<b>Link to Microsoft Stream</b> – You can add a link to a video on Microsoft stream. You need to have the URL copied.

