Using Posts in Teams

Posts is where all your team’s conversations are kept. Here are some quick tips to use posts effectively, and keep your Teams spaces tidy.

Digital Skills, ISS

This chat box allows you to start a new ‘conversation’ or thread, like on a forum.

By clicking the format button, you can edit everything about your post, including:
• who can see it
• what channels you want to post it to
• whether you want to make it an announcement
• text styles
• bullet points
• hyperlinks

There are a lot of options, so have a play around!

Digital Skills, ISS

To reply to something someone has posted, click the reply button beneath their conversation and do not start a new conversation.

This helps keep Teams tidy and makes sure everything has context. Please use the Reply button!

Digital Skills, ISS

Did you know? You can @mention someone in a conversation to let them know you’re talking to / about them! Just type in @ followed by their name. You can also @mention a channel or a team in the same way. Just remember - for a group, you have to type grp after the @.

Digital Skills, ISS

Like what someone said? Let them know and use reactions to like and react. Just hover over a conversation until the icons appear, and click a reaction!