GSD. MS Teams - Create and Format a post in a Channel in Microsoft Teams

Article ID: KB0039243
Created: 2024-12-19 13:59:31
Updated: 2025-01-23 16:55:36
Author: {'link': 'https://fmcnadev.service-now.com/api/now/table/sys_user/acaf843397d74958f7e3bb8fe153afe3', 'value': 'acaf843397d74958f7e3bb8fe153afe3'}
Category: {'link': 'https://fmcnadev.service-now.com/api/now/table/kb_category/67c11840c38a1a100acd33001501312a', 'value': '67c11840c38a1a100acd33001501312a'}

General Information:

Possible symptoms/errors:

User wants to know how to Create and Format a post in a Channel in Microsoft Teams

Alternative names of the system:

N/A

IMPORTANT NOTICE:

N/A

Solution:

User has the ability to create announcements or share a post in a channel in Microsoft Teams. Creating a post allows to start a conversation in a channel.

Details:

To create and format a post or announcement to start a conversation in a channel, advise user to:

Select the New conversation button.

Type a message.Select Format .To create an announcement, user must select a post type > Announcement . Type a headline and an optional subhead, and then add a color scheme or your own background image.Format your post including the following options:

Font sizeBoldBulleted list or Numbered listInsert link

Select Send .

NOTE: To make changes to a post or announcement, user must select More options Microsoft Teams more options icon > Edit .

Assignment Group:

N/A

Ticket Creation:

Template: N/ACategorization:

Configuration Item: N/ACategory: N/ASubcategory: N/A

Important Links:

N/A