

# Use Posts, Replies and Mentions

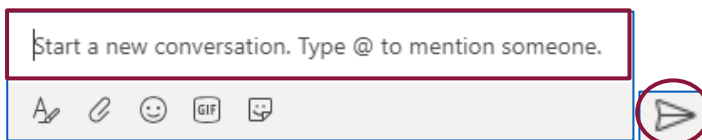
Use the Post Tab to start conversations, reply to other posts and mention people.

## Quick Reference Guide

### Create and Format a Post

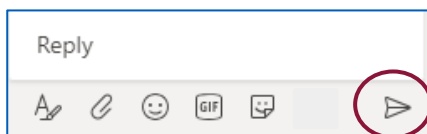
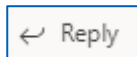
To start a conversation:

- Click on the [Channel](#) where the message is to be added → select [Posts](#) → click [New Conversation](#) → type message → click [aeroplane](#) to send.



### Reply to a Post

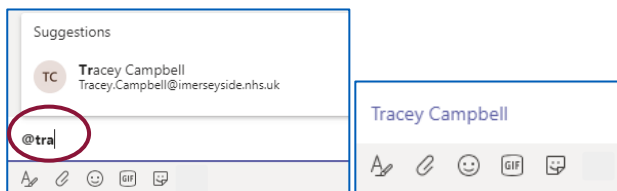
- Click [Reply](#) to open message box → type message → click [aeroplane](#) to send.



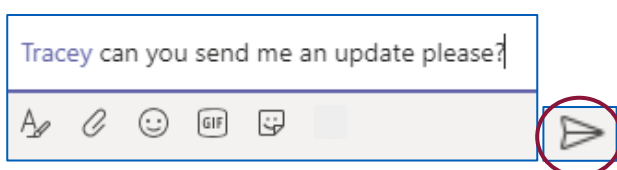
### Mention Someone

If a post is for a specific person, use the [@mention](#) function.

- Type [@](#) → the person's name → select the correct name when it appears.



- To be less formal, click the backspace key once to remove the surname → type message → click the [aeroplane](#) to send.



The person [@mentioned](#) will receive a notification.

## Additional Options

There are additional options available in the conversation box that can be used in posts.



**Format** – change the style, size and colour of the font, add a subject, insert a hyperlink, insert a table and add bullets



**Attach** – upload files from your pc or link to existing files within Teams.



**Emoji** – add a suitable emoji.



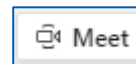
**GIF** – add an animated GIF



**Sticker** – add a sticker or meme

## Meet

At the top of the screen towards the right corner is the **Meet** button.

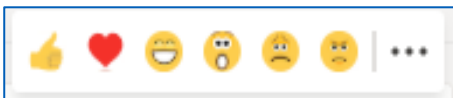


This will start an **instant video conference** with every member of the channel.

## Respond to a Post

A quick way to **Respond** to a post is to use the pre-loaded toolbar that appears at the top, right corner of a post.

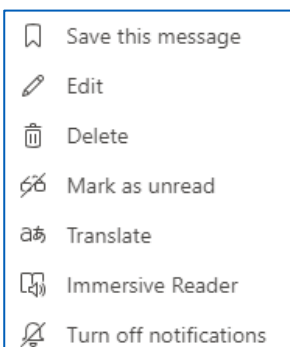
- **Hover** over the top of the post → click on an **Emoji** to choose a response.



The **Emoji** will appear at the top corner of the post.



More options are available when the **3 dots** are selected.



**Edit** – update or change the content of a previous post.

**Delete** – remove a previous post.



A post can only be edited or deleted by the person who wrote it.

To book training or speak to a trainer, please get in touch via:  
e [training@imerseyside.nhs.uk](mailto:training@imerseyside.nhs.uk)