

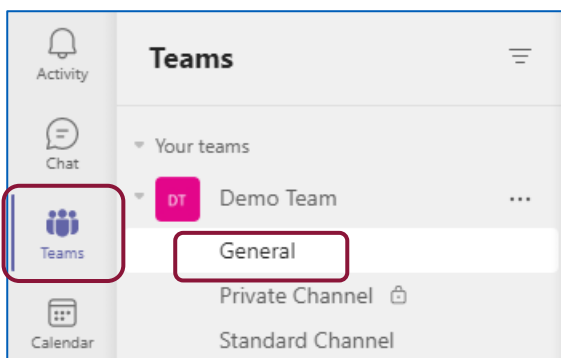
Use Posts, Replies and Mentions

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

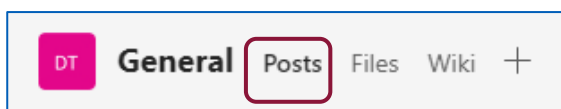
Quick Reference Guide

Create and Format a Post

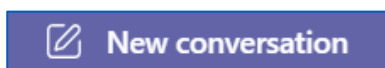
- Click the **Teams** icon → select the desired **Channel**.



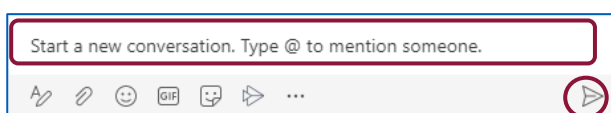
- Click **Posts** tab.



- Click the **New Conversation** button at the bottom of the screen.

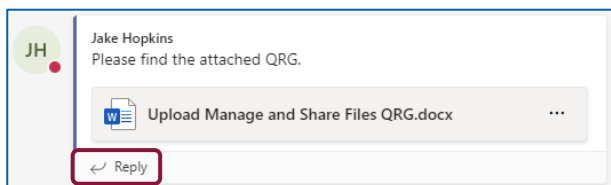


- Type a message → click the **Aeroplane** icon to send.



Reply to a Post

- Locate a post → click **Reply**.



- Type in a reply → click the **Aeroplane** icon to send.

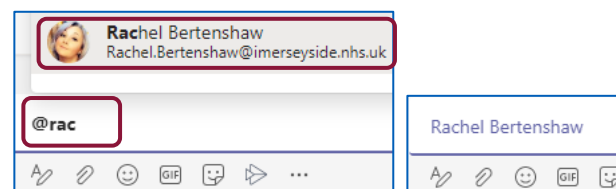


Mentions

@mentions can be used to get someone's attention in a channel conversation.

When a user is **@mentioned** they will receive a **notification** that will take them directly to the point in the conversation where they were mentioned.

- Type **@** followed by the **user's name** → select the **user** from the list.



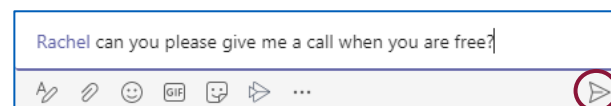
@mentioning a user with their **full name** can look formal.



- To remove the user's **surname** → press the **backspace key** once.



- Type the desired message → click the **Aeroplane** icon to send.












To get the attention of an entire group, try one of the following:

- **@general** – notifies everyone in the general channel
- **@team** – notifies everyone in the team
- **@channel** – notifies everyone in the current channel

@Mentions can be used in **Posts**, **Replies**, and **Individual / Group Chats**.

Additional Options

There are additional options available in the conversation box that can be used in [Posts](#) and [Replies](#).

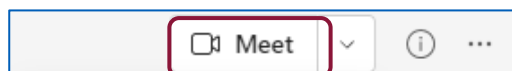
-  **Format** – allows the user to apply advanced format options.
-  **Attach Files** – upload files from the device or link to OneDrive files.
-  **Emoji** – add an emoji.
-  **GIF** – add an animated GIF.
-  **Sticker** – add a sticker or meme.
-  **Schedule a meeting** – schedule a meeting with channel members.
-  **Meet Now** – start an instant video conference with channel members.
-  **Stream** – share a video from Steam.
-  **3 dots** – add apps to the Chat.

The options to [Schedule a Meeting](#) and [Meet Now](#) are only available for a [Reply](#).

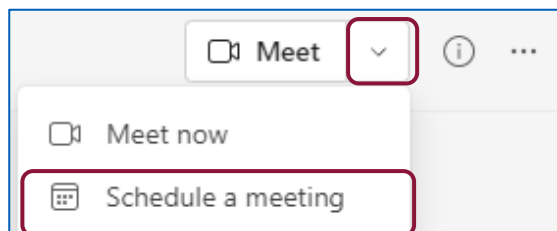
Meet now / Schedule a meeting

The [Meet](#) button is located at the top-right of a channel.

- To start an [instant video conference](#) with channel members → click [Meet](#).



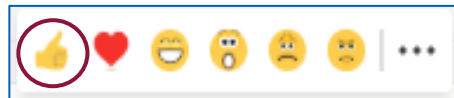
- To [Schedule a meeting](#) with channel members → click the [drop-down arrow](#) → [Schedule a meeting](#).



Respond to a Post

A quick way to [Respond](#) to a post is to use reactions.

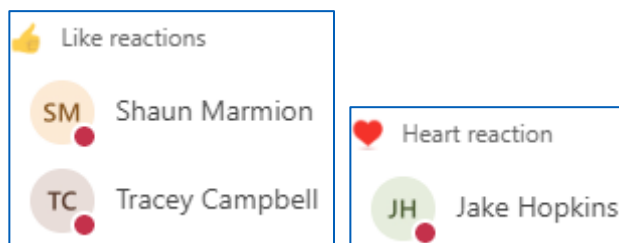
- [Hover over](#) the post → select the desired [Reaction](#).



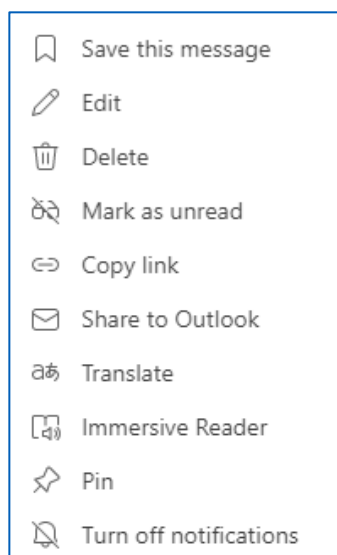
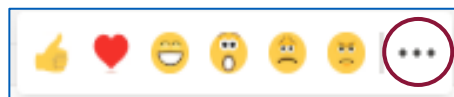
[Reactions](#) will be displayed at the top of the post for everyone in the channel to see.



- [Hover over](#) a [Reaction](#) to see a list of users who left that reaction.



- Click the [3 dots](#) to display the [More Options](#) menu.



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:
training@imerseyside.nhs.uk