

## Tech Tip

# Send an Announcement to a Microsoft Teams Channel

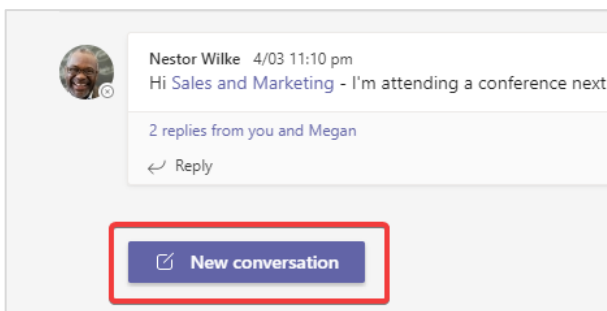
MODERN OFFICE

Announcement posts in Microsoft Teams channels are an effective way of creating an eye-catching message to ensure all team members stay informed.

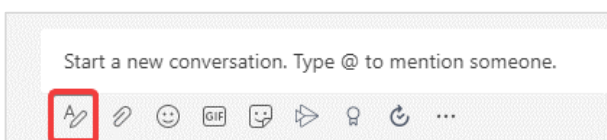
Apply rich text formatting and create organisation-wide announcements by posting across channels.

### Create an Announcement

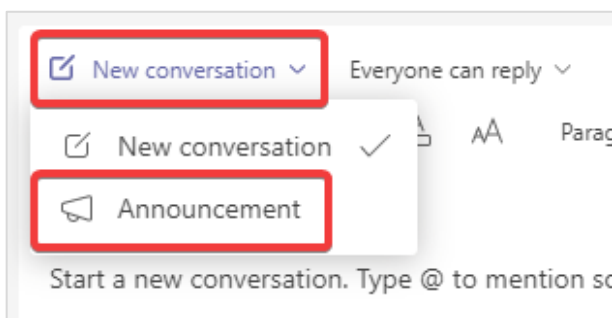
Navigate to the channel you want to post in and select **New conversation**.



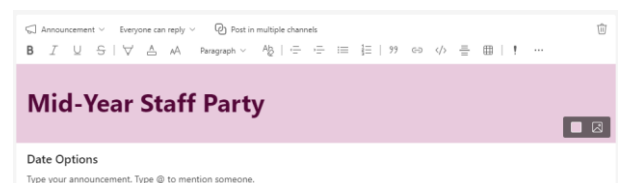
Select **Format**  in the message box.




Select **New conversation** > **Announcement**.



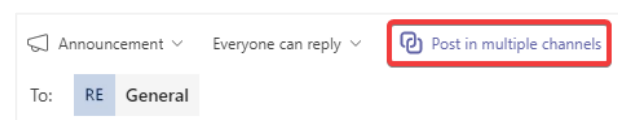
From here you can add a post headline, customise the background colour or add an image, as well as subtitle and body text.



When you have finished your announcement post, select **Send** .

If you need to post the same announcement across several channels, select **Post in multiple channels** and select your chosen channels.

It is important to note that if you edit an announcement post that is in multiple channels, these changes will appear in each one.



### What is Microsoft Teams?

Microsoft Teams is the digital teamwork hub for modern businesses, facilitating collaboration with workspace chat, audio and video conferencing, shared file storage and application integration.

Teams is part of the Microsoft 365 family and is accessible via desktop, mobile and web devices.

#### About us

365 Architechs is a technology company based in Brisbane, Australia. We deliver solutions to support organisations on their digital transformation including cloud, modern applications, cybersecurity and artificial intelligence to drive profitability, growth and achievement of strategic objectives.  
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