



## Work with Posts and Messages




### Create and format a post

Create and format a post or announcement to start a conversation in a channel.

**Note:** The following steps are current and may be out of sync with the video.

1. Select the **New conversation** button.



2. Type a message.
3. Select **Format** .
4. To create an announcement, select a post type > **Announcement** .
5. Type a headline and an optional subhead, and then add a color scheme or your own background image.
6. Format your post including the following options:
  - **Add a subject**
  - **Font size**
  - **Bold**
  - **Bulleted list or numbered list**
  - **Insert link**
7. Select **Send** .

**Tip:** To make changes to a post or announcement, select **More options**  > **Edit** .

[Click to watch the “Create and format a post.”](#)

### Post a message to multiple channels

Cross-post an announcement or information to share it across multiple channels at once.

1. In a channel, start a message and select **Format**.
2. Choose the message type you want: **New conversation** or **Announcement**.
3. Select **Post in multiple channels** > **Select channels**.
4. Choose which channels to cross-post to.  
You can share wherever you're a member.
5. Select **Update**, and your selected channels appear in the post.




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6. Select **Everyone can reply** to let anyone respond to your post, or select **You and moderators can reply** to restrict responses to just you and the moderators.
7. Type a message and select **Send**.

Your posts appear in the selected channels.

[Click to watch the “Post a message to multiple channels” video.](#)

## Save a post or message

- To save a message or post, select **Save message**  just to the right of the text.
- To see a list of your saved messages, select your profile picture at the top of the app, then choose **Saved**. Or type **/saved** in the command box at the top of the screen.

[Click to watch the “Save a post or message” video.](#)

For more information, please refer to the Microsoft training resource page [HERE](#)