

Master Announcements in MS Teams

How to Create an Announcement in MS Teams

Follow these step-by-step instructions to create and customize announcements in Microsoft Teams.

Getting Started

1. **Open New Conversation**
 - a. Click "New conversation" in Microsoft Teams
2. **Access Announcement Format**
 - a. Click the format icon located in the bottom left corner
 - b. From the dropdown menu, select "Announcement"

Creating Your Announcement Content

3. **Add Your Content**
 - a. Enter a headline for your announcement
 - b. Add a subheader (optional)
 - c. Write the main text content for your announcement

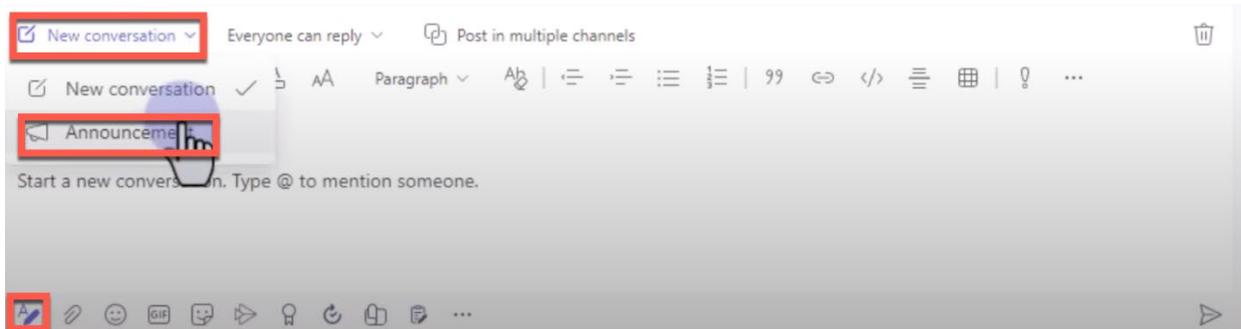


Image of a A (pencil) being selected to create an announcement

Customizing the Appearance

4. **Change Banner Color**
 - a. Click the color icon to modify the banner appearance
 - b. Select your preferred color (e.g., dark blue or other available options)
5. **Add Custom Background (Optional)**
 - a. Use the photo upload icon to add your own image as a banner background
 - b. This will replace the default color background

Setting Reply Permissions

6. **Configure Reply Settings**

- a. Use the dropdown menu to select who can reply to your announcement
- b. Choose the appropriate permission level for your team's needs

Posting to Multiple Channels

7. **Select Target Channels**

- a. Click the channel selection option
- b. Choose "Channels" from the menu
- c. Select where to post your announcement:
 - i. Multiple channels within your current team
 - ii. Channels from other teams you have access to

Publishing Your Announcement

8. **Send the Announcement**

- a. Review your content and settings
- b. Click "Send" to publish your announcement
- c. Your formatted announcement will now appear in the selected channels

Tips for Effective Announcements

- Keep headlines clear and concise
- Use subheaders to organize information
- Choose banner colors that align with your team's branding
- Consider who needs to respond when setting reply permissions
- Post to relevant channels to ensure proper visibility

Your announcement is now live and visible to team members in the selected channels!