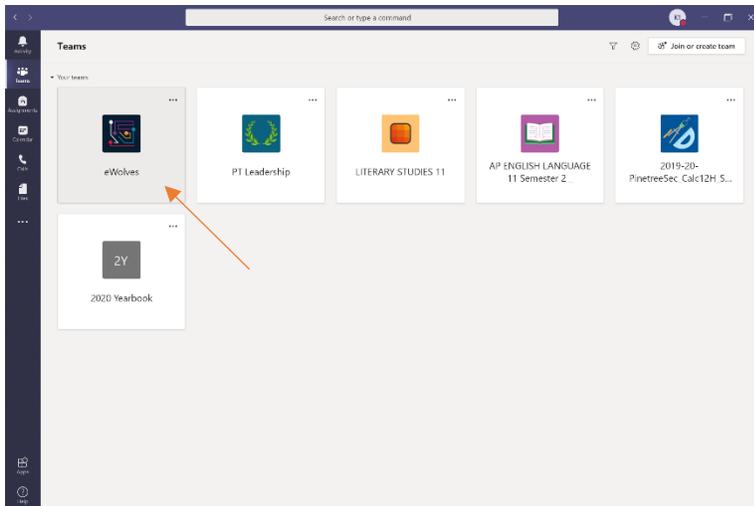
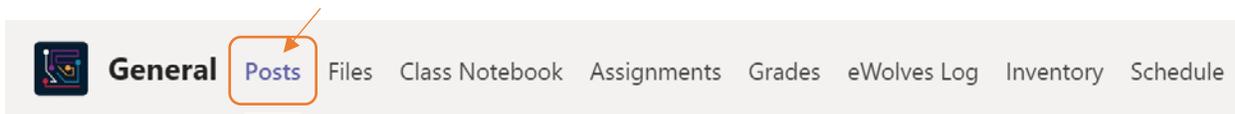
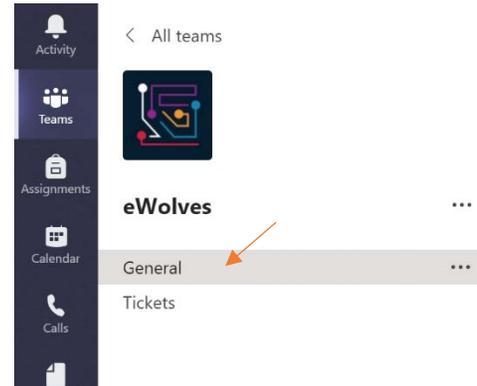


Formatting Text

To make sure that your *very important* announcement is noticed by everyone in the class, you will need to format your post.



Begin by opening Teams and selecting the classroom and channel in which you want to post.

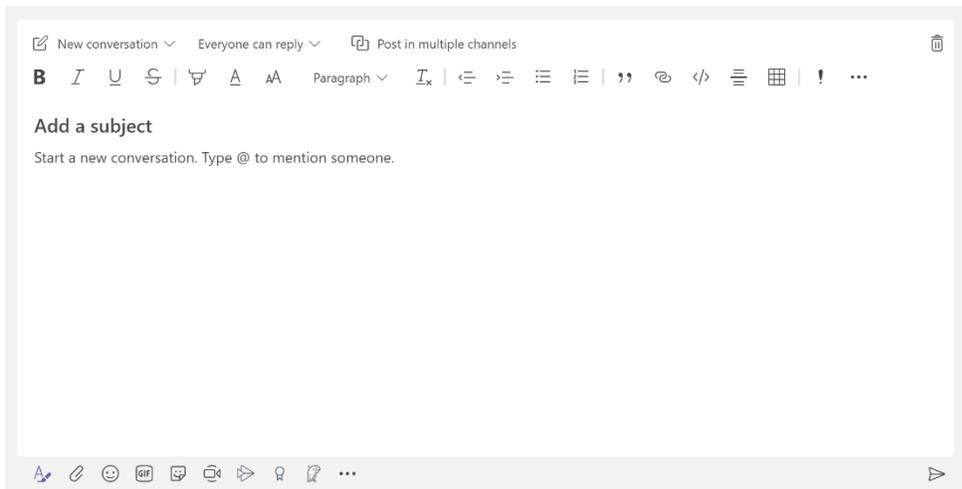


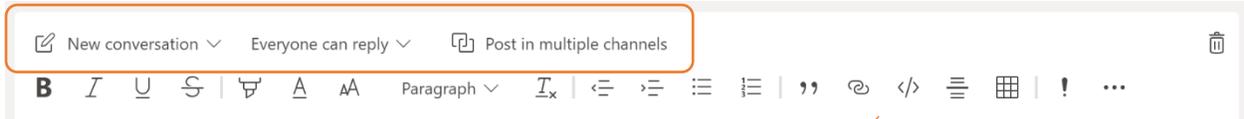
To begin typing out your new conversation or announcement, head to the bottom right corner of the channel's **Posts** page. Here you will find the dialog box to *Start a new conversation*.



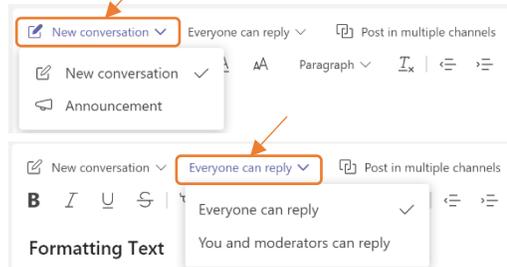
To set up your formatting text box, select the capital A with the paintbrush underneath it. Upon

selecting it, your *Start a new conversation* box will expand into a larger text box with a series of editing features lined up at the top.



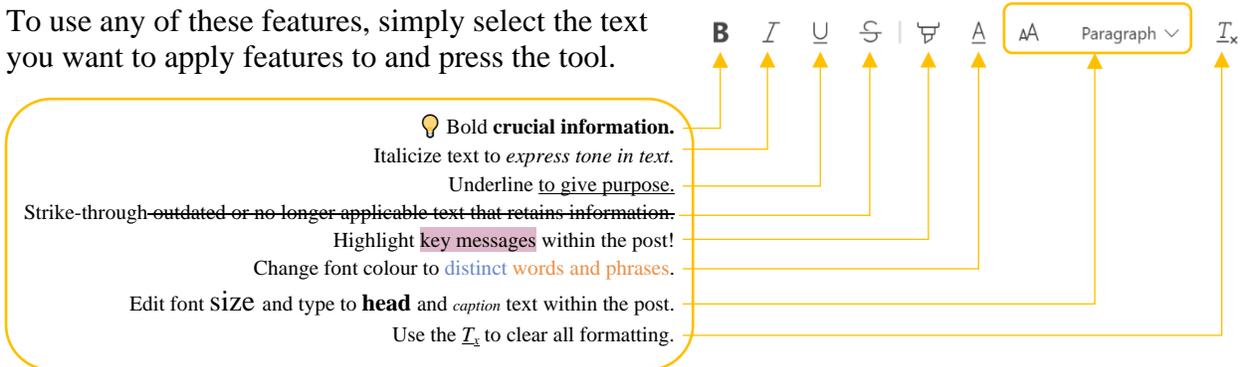


From the top tabs, you can choose whether your post becomes a conversation or an announcement under **New Conversation** at the top left corner of the text box. To its right, you can choose who gets to reply to your post by the options available under **Everyone can reply**. If you want to post your message in multiple channels, select any desired channel from all the classrooms you are in.

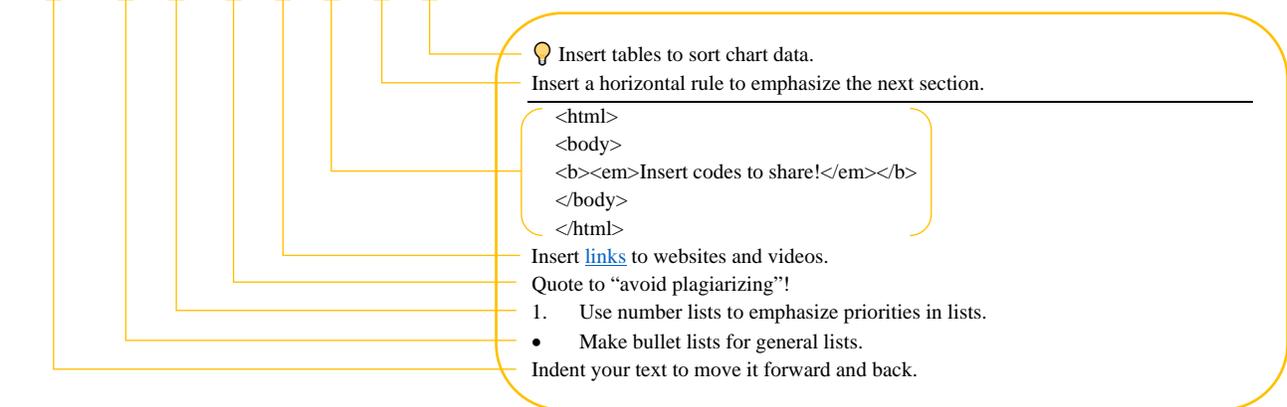


Once you set the type of post you are making, who can reply to your message and where the post will go up, you can begin formatting the body of text that you write out with the selection of textual editing features immediately below the top tabs.

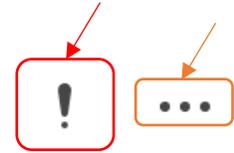
To use any of these features, simply select the text you want to apply features to and press the tool.



To format the body, use the toolbar next to the text editing features.



Select the exclamation mark to make your post **IMPORTANT!**
 Open the three-dot tab for Undo/Redo options (or use keyboard shortcuts Ctrl+Z for Undo and Ctrl+Y for Redo).



New conversation ▾ Everyone can reply ▾ Post in multiple channels

B *I* U ~~S~~ | A AA Paragraph ▾ T_x | <≡ ≡> ≡≡ ≡≡ | ” @ </> ≡≡ ≡≡ | ! ↶ ↷

IMPORTANT!

Formatting Text

Bold **crucial information**.

Italicize text to *express tone in text*.

Underline to give purpose.

Strike-through-outdated or no longer applicable text that can't be deleted but can be dismissed.

Highlight **key messages** within the post!

Change font colour to **distinct words and phrases**.

Edit font size and type to head and caption text within the post.

Use the T_x to clear all formatting.

Make indents using the arrows guiding three lines.



Once you are finished editing your text and formatting your post, send it to the class by using the arrow at the bottom right corner of the text box.

When your post goes up, your name, a timestamp of postage and the title will be at the top. If you marked your message as **IMPORTANT!** it will be bolded in red above the post's title.

K1 1305-Smith, Kenneth Rob 5:32 PM

IMPORTANT!

Formatting Text

Bold **crucial information**.

Italicize text to *express tone in text*.

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Strike-through-outdated or no longer applicable text that can't be deleted but can be dismissed.

Highlight **key messages** within the post!

Change font colour to **distinct words and phrases**.

Edit font size and type to head and caption text within the post.

Use the T_x to clear all formatting.

Make indents using the arrows guiding three lines.

- Make bullet lists for general lists.
- Like
- This

1. Use number lists to emphasize priorities in lists.
2. Because some things
3. Are more important
4. Than others

Quote to avoid plagiarizing!

Insert links to websites and videos.

Code Snippet Text

```

1 <html>
2 <body>
3
4 <b><em>Insert codes to share!</em></b>
5
6 </body>

```

Expand (7 lines)

Insert a horizontal rule to emphasize the next section.

Insert tables to sort chart data.

| | | |
|-------|-----------|---------|
| | Chocolate | Vanilla |
| Votes | 100 | 99 |

Select the exclamation mark to make your post Important!
 Use the three dots tab to Undo/Redo work (or use keyboard shortcuts Ctrl+Z for Undo and Ctrl+Y for Redo).

See less

Reply

Links, codes and charts are formatted as shown in your post's draft.

Having these features in your tool belt is awesome! As you enjoy making posts on Teams, remember to use them appropriately and when necessary to reduce spam. Good luck!