

Lesson 11: Microsoft Teams Posts/Conversations

Supporting video: <https://www.microsoft.com/en-us/videooplayer/embed/RE2BlrO>

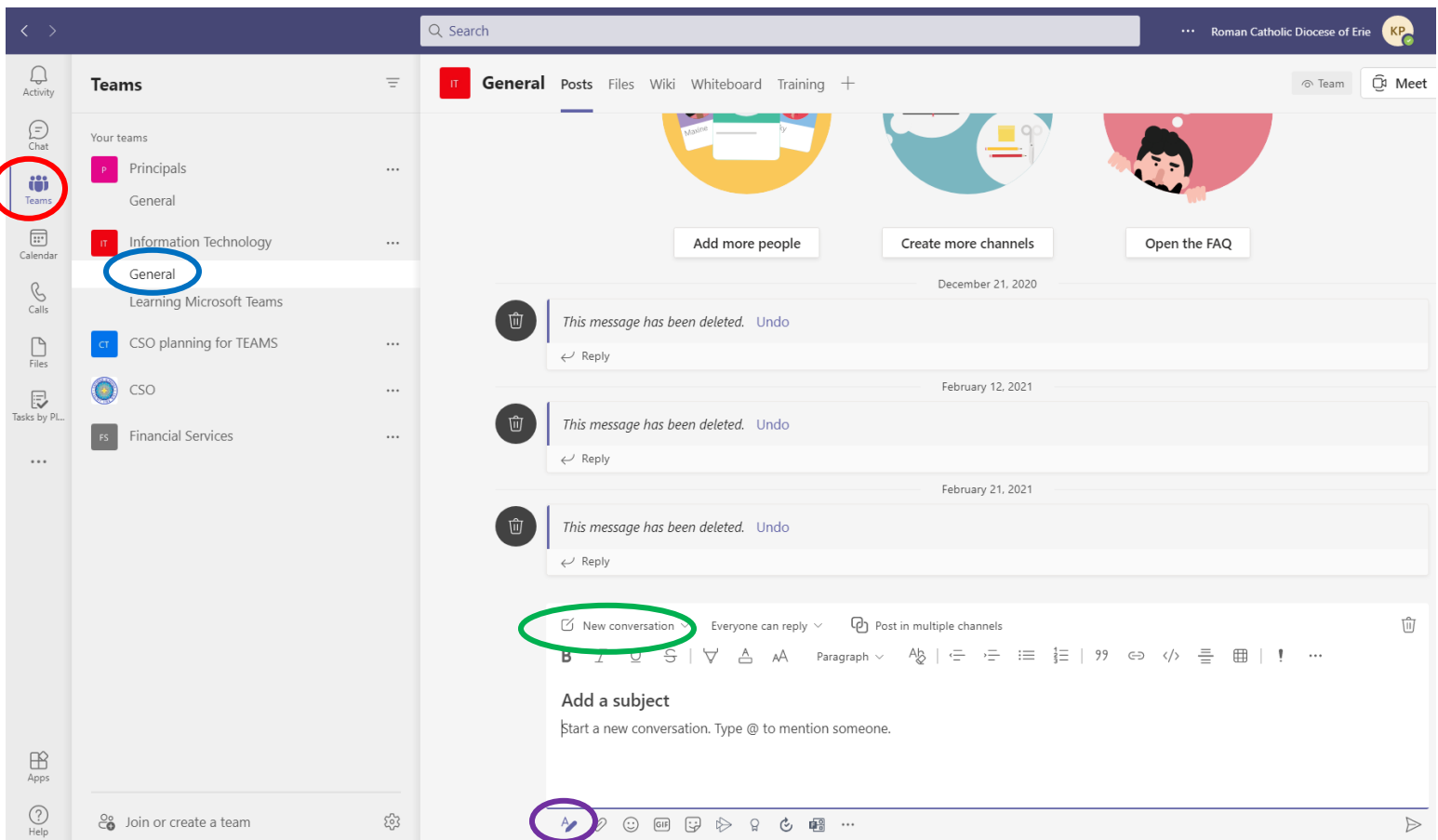
What's the difference between a Chat and a Post?

Chats are discussions between individuals or groups but not necessarily entire Teams. Interactions and attachments are contained within the chat. Messages are only visible to members of chat.

Posts (aka conversations) are topics or ideas submitted as a **post** to which others in the team can add replies. The conversations are captured with attachments and are visible to all members of the team or all members of a (sub)channel. Since many channels are project-centric, posts allow you to organize thoughts, topics and ideas within that Team container for efficiency, organization and historic reference.

Posting an idea or topic as a conversation for the entire team

1. Open Microsoft Teams and click **Teams** in the app bar. **(Circled in red below)**
2. Click a particular team and click the **General** channel or any (sub)channel. **(See blue circle)**
3. Click the **New Conversation** button at the bottom of the screen
4. Entering text for your post (This list describes 3 options)
 - Start typing immediately if all you need is a simple unformatted post
 - Click the **Format** button to enable text formatting and to add a subject. **(purple circle)** Or
 - Click the drop next to **New Conversation** to change to an **Announcement**. **(green circle)**



To Reply to a post, click its **Reply** link and use the formatting a social cue buttons to enhance your post.

