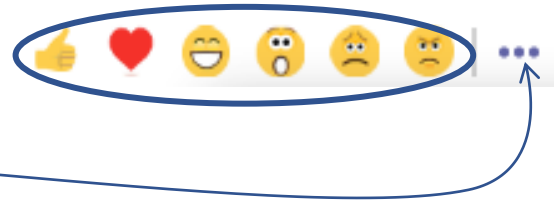


Lesson 12: Microsoft Teams Managing Posts

Click on any Post/Conversation on a Teams channel, to take more actions with that post.

To start with, click any post to reveal the button bar.

To React to a post: Choose a reaction emoji to send the individual social cues. (Circled in blue)



The following items can be found by clicking the ellipse button

- **Save a message** for the future. To see a list of your saved messages, select your profile picture at the top of the app, then choose Saved.
- **Delete:** Messages are not really deleted. They are hidden. You can un-hide them at any time.
- Set a message you'd like to come back to as **Mark as unread**.
- You can **Copy a link** and send to someone so they can navigate to that post.
- Choose **Share to Outlook** to send a post as an email. After you select recipients, you can also add attachments or customize the message with familiar email options.
- Posts in foreign languages can be **Translated** into the language that you've set for Teams.
- Hear posts, chat messages, and assignments read aloud using **Immersive Reader**. **Immersive Reader** also includes grammar tools such as Parts of Speech and Picture Dictionary.
- Pin important messages to make them easier to find. **Pinned** content stays within a shortcut in the **channel** info section. Choose **unpin** when a post is no longer needed.
- If you decide you no longer wish to receive notifications for a specific conversation, click **Turn off notifications**.
- **More Actions**
 - Click **Create a new poll** to add a poll as a reply to any post.
 - Create work item: (Requires additional software)
 - Create issue: (Requires additional software)
 - Add comment: (Requires additional software)
 - Create a Polly: (Requires additional software)

