How to send an “Announcement” across multiple Teams/Channels

- In your Posts tab, start a new conversation and either select “Announcement”

Build your Announcement using the tools provided:

- Before sending, you can choose the Teams you want to send this to by selecting “Post in Multiple Channels,” then “Select Channels” and a list of all your Teams will come up. From here, you can choose any Team and/or Channel to send this Announcement to.

Choose the Teams and Channels you want Announcement to go, then select “Update.” After this, select the send icon and this Announcement will go to all of these classes.