



Communicate in your class team



Microsoft Teams for Education

Create and respond to messages in Teams.



Educators

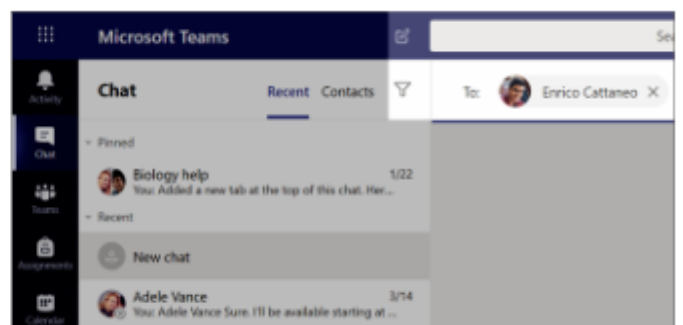
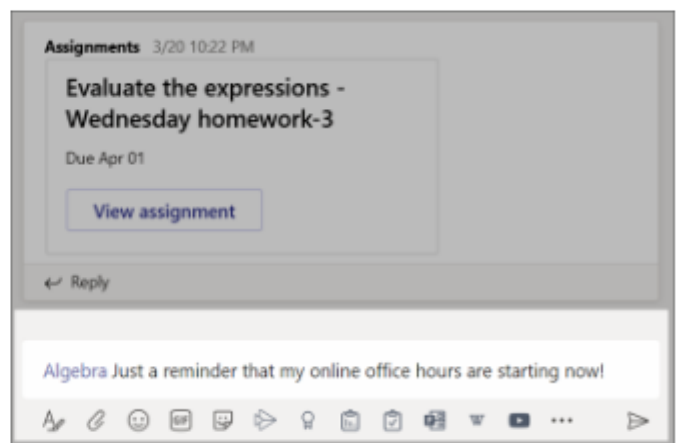
Students

Message your class

1. To create a message for your whole class, click **Teams** , then pick a class team and a channel.
2. Select the **Posts** tab.
3. Click the compose box, type your message, and click **Send**  .
4. Use @ and the name of your class to notify everyone of your post. **Example:** @Algebra.


Start a conversation with one student or a group of students

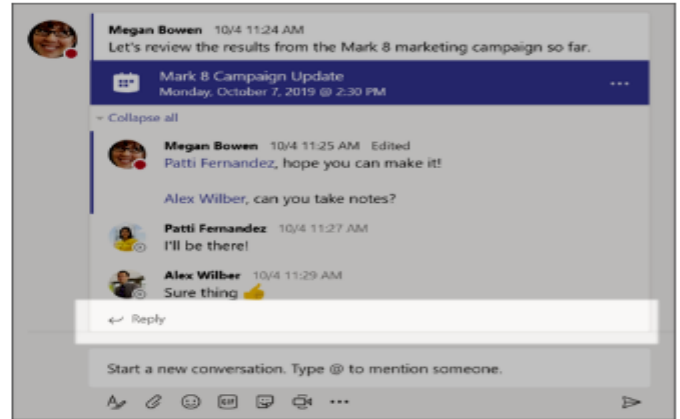
1. At the top of the app, click **New chat**  .
2. In the **To** field, type the name of the student(s) you'd like to message.
3. Type your message in the compose box and select **Send**  .



Reply to a conversation


Posts in channels are threaded like social media posts. Reply under the original post to keep all the messages in a conversation organized together.

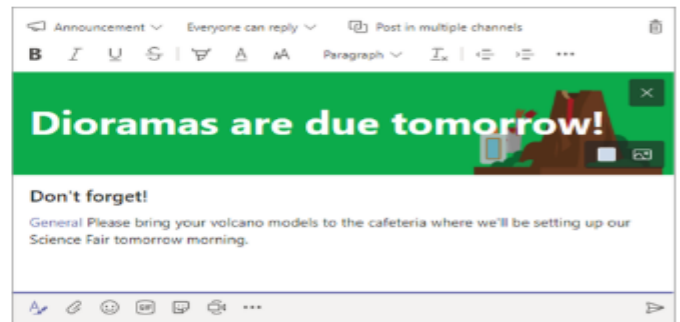
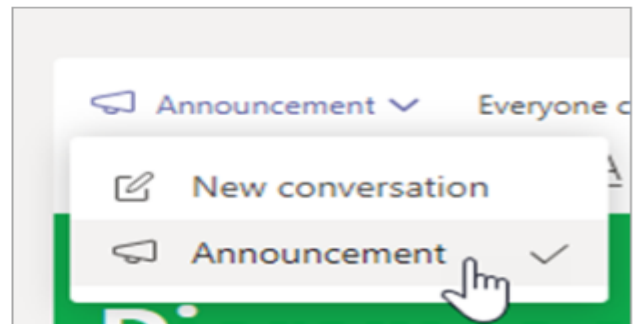
1. Find the conversation thread you want to reply to.
2. Click **Reply**, add your message, and click **Send** .






Announcements

Use the Announcements feature to draw your students' attention to important posts.

1. Select **Format**  to expand the Compose box.
2. Choose **Announcement** and **Select a background color** to customize an important post.



Add some fun with stickers and more

- Click **Sticker**  under the compose box to select from a range of custom Microsoft Education stickers.
- Select **Emoji**  for smiley faces and **Giphy**  for animated GIFs.



Educators

Students

Create and send a message in a chat or channel

Click the compose box to create a message. You can type out a simple message, or add on.

- Attach an image, gif, sticker, or file
- Use rich text to make your message stand out
- Format your message with bullets or make a numbered list
- @mention your teacher or a classmate.

To switch from a conversation in a team channel to a private chat group, select the **Chat** icon.

