



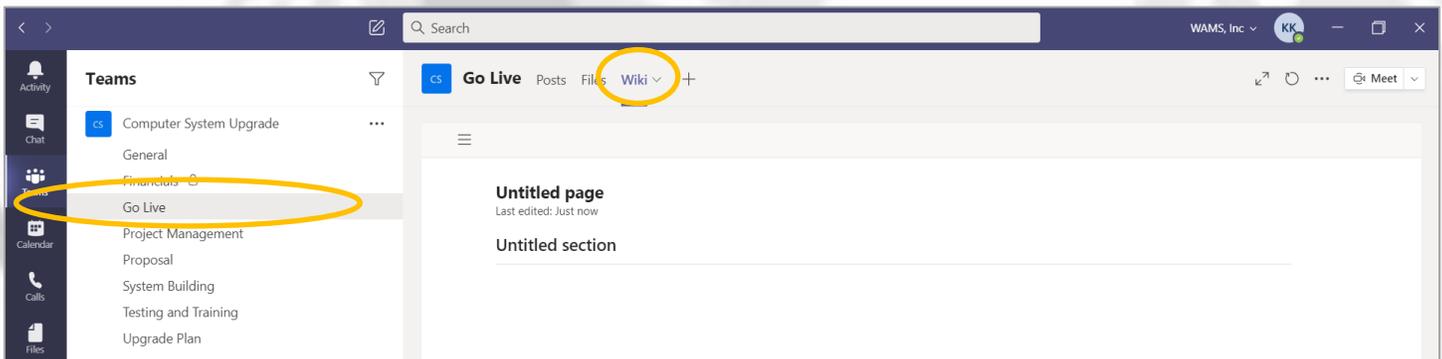
Creating a Wiki Page in your Teams Channel

A Wiki Page in Teams is a place where you can add notes and details for discussion outside of the regular conversation thread.

-  At WAMS, we use Wiki Pages as a “To Do” list for projects we are working on
-  Each Channel has its own Wiki page
-  You can use @Mentions in the Wiki page to let individuals or the entire Team know something important has been added

Where is the Wiki Page Located?

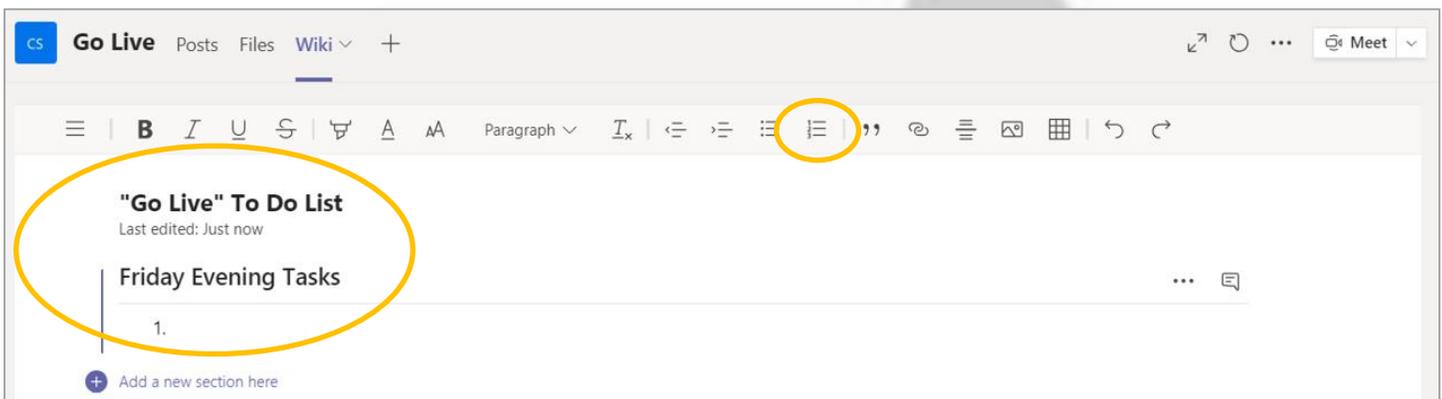
-  Every Channel has a Wiki Page that is specific and unique to that Channel
1. Select the Channel you want where you want to add content to the Wiki Page



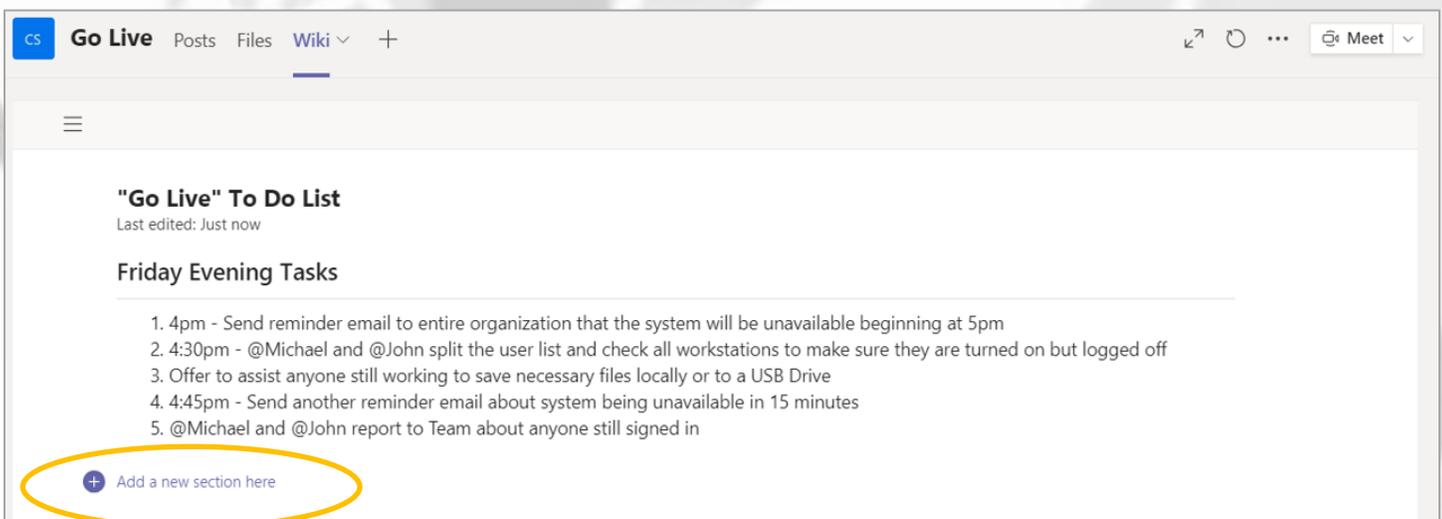
2. A new Wiki page with no content will just say “**Untitled page**” and “**Untitled section**”
3. Click where it says **Untitled page** and remove the text to begin entering your own title
4. Remove **Untitled section** and type a section title



5. After entering the page and section title, click into the content section
6. A toolbar with formatting options will appear
7. If you are creating a "To Do List", you may want to number your paragraphs using the numbering tool



8. Enter your content and format the text as needed
9. Don't forget to use Mentions to alert individuals or the entire Team about specific details or tasks they should be aware of

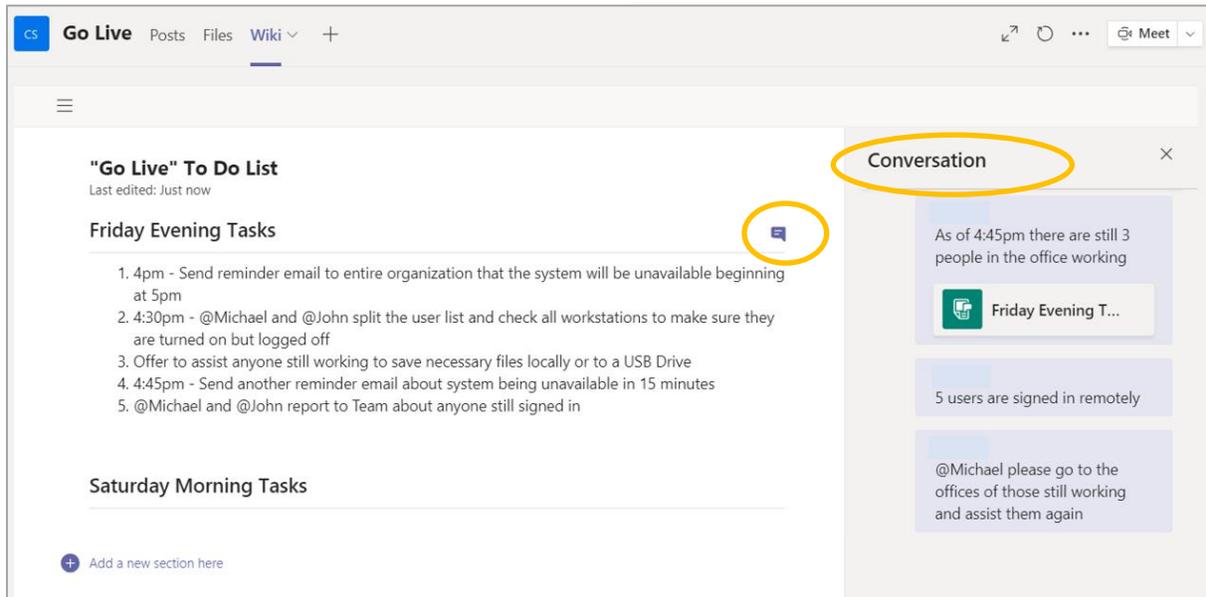


10. To add a new Section to your Wiki Page, hover your mouse under text of the section above and you will see an option to add a new Section

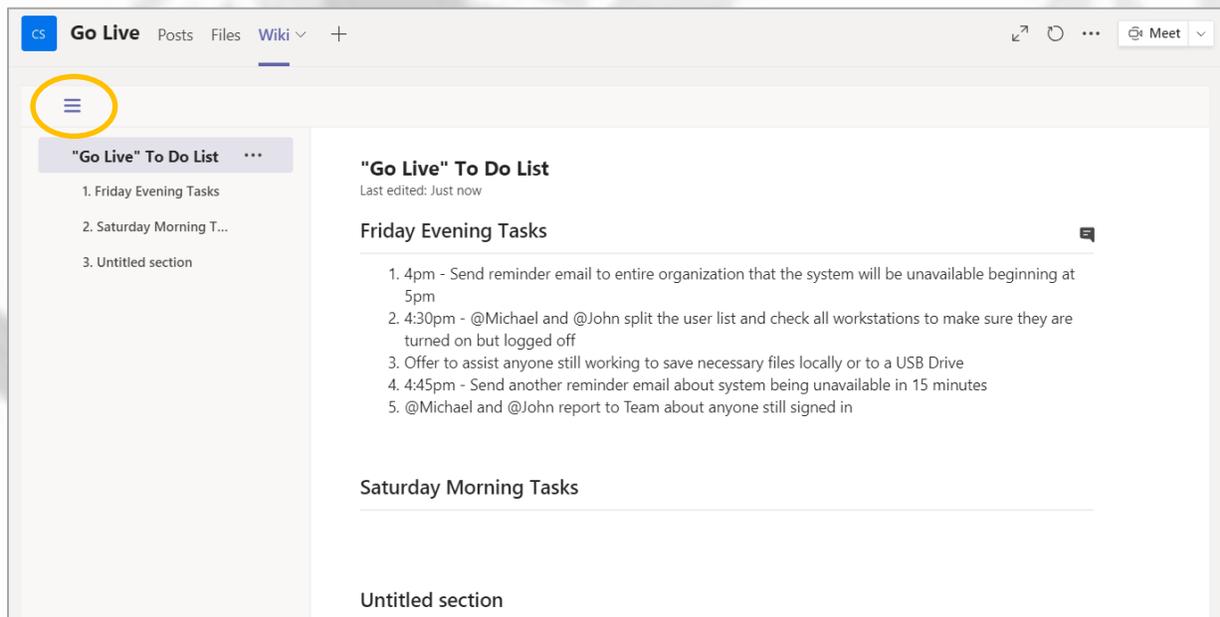


Conversations and Outline View

1. To start a conversation on the Wiki page, click the icon above the content section



2. To view an Outline of the Section Headings, click the icon above the first Section



3. If you use the Conversation feature, it will also appear in the Team Channel conversation thread for everyone to see