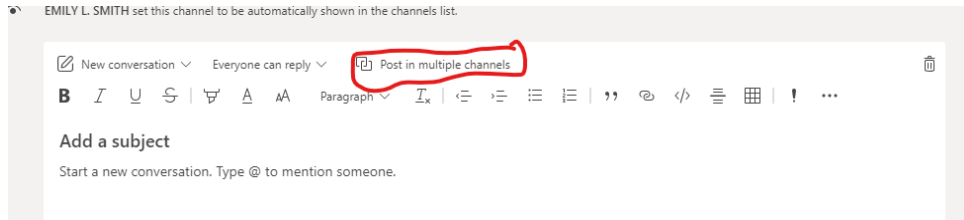


# Directions to post in multiple channels on Teams

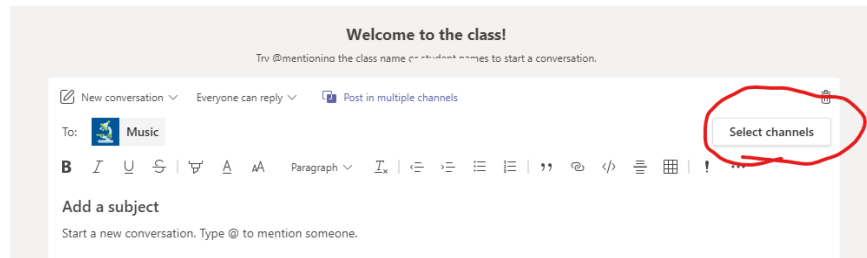
1. Within one of the channels you want to post to, select the symbol on the left below where you would type a message.



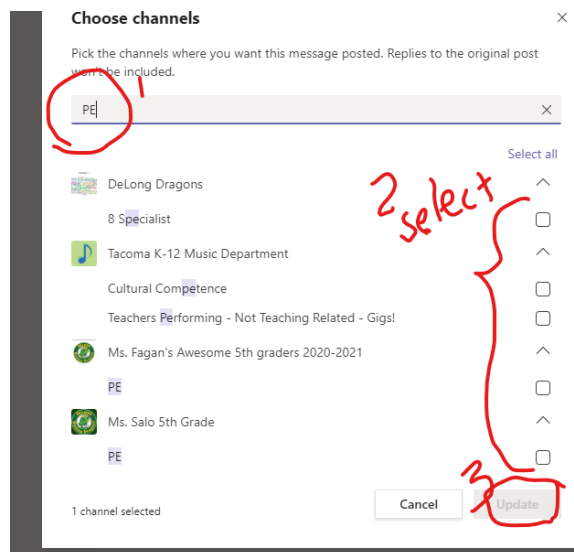
2. Click "Post in multiple channels"



3. Click "Select channels"



4. 1- In the search bar, type the name of the channels you're looking for. Then 2- Select the box for any channels you wish to post to. 3- click update



5. Type your desired message or announcement to share and click send!

**Note – you can not post to multiple channels if you are including a file or tagging a class in the post.**