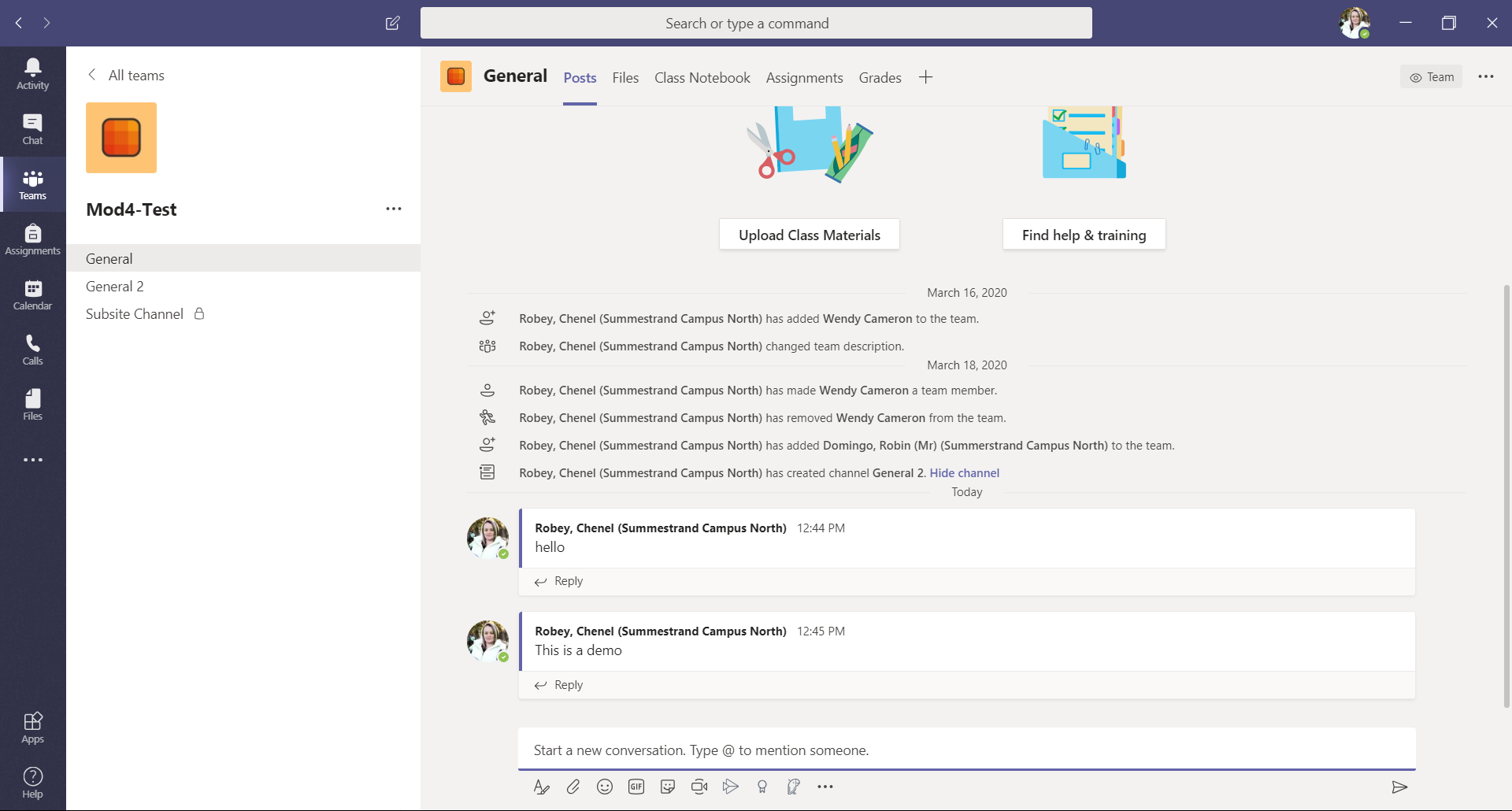
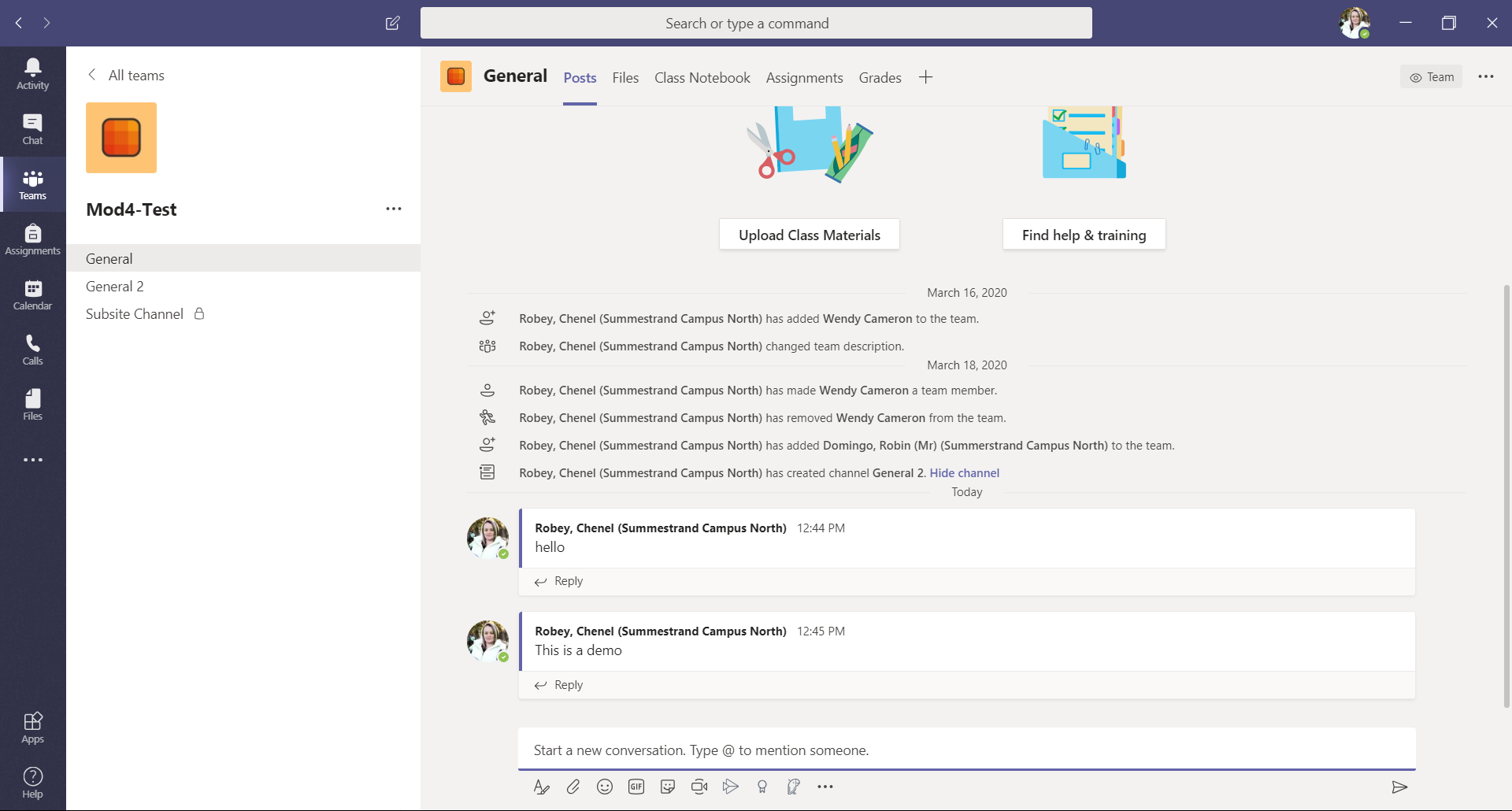
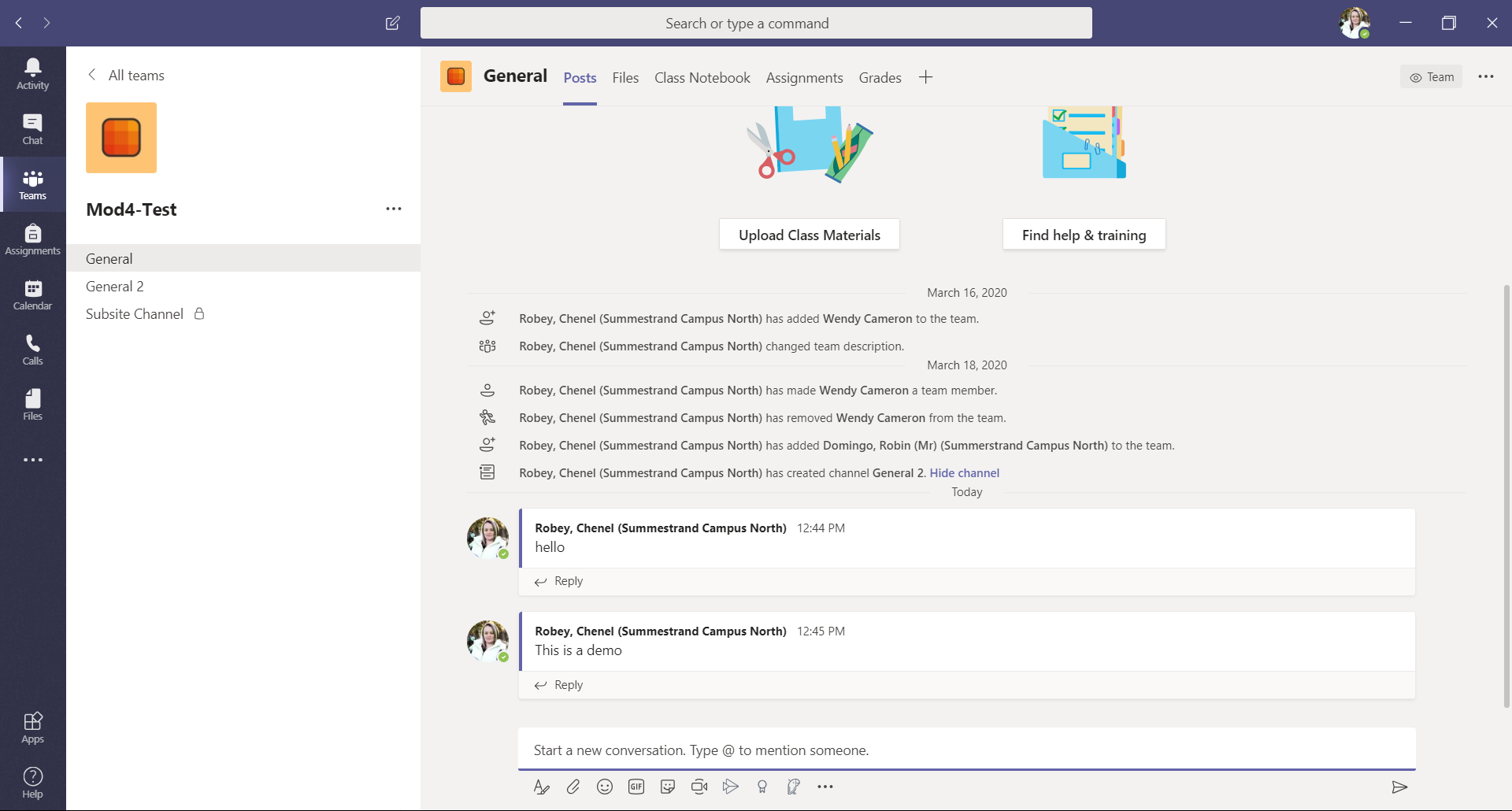
**How to Post in Chat Channels**

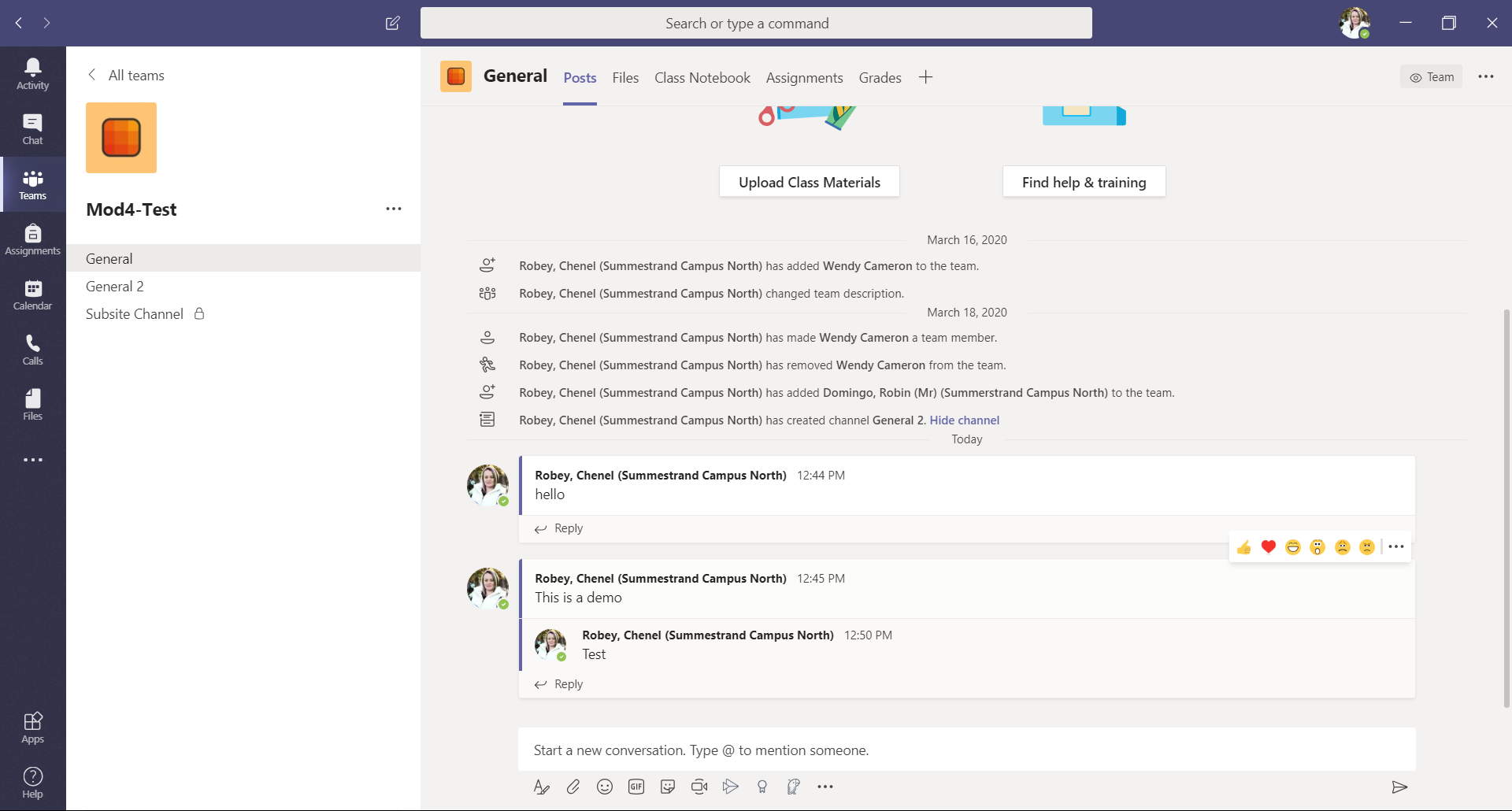
1. You can type directly in the conversation Channel (Posts tab), press **Enter** or **Send** Send button

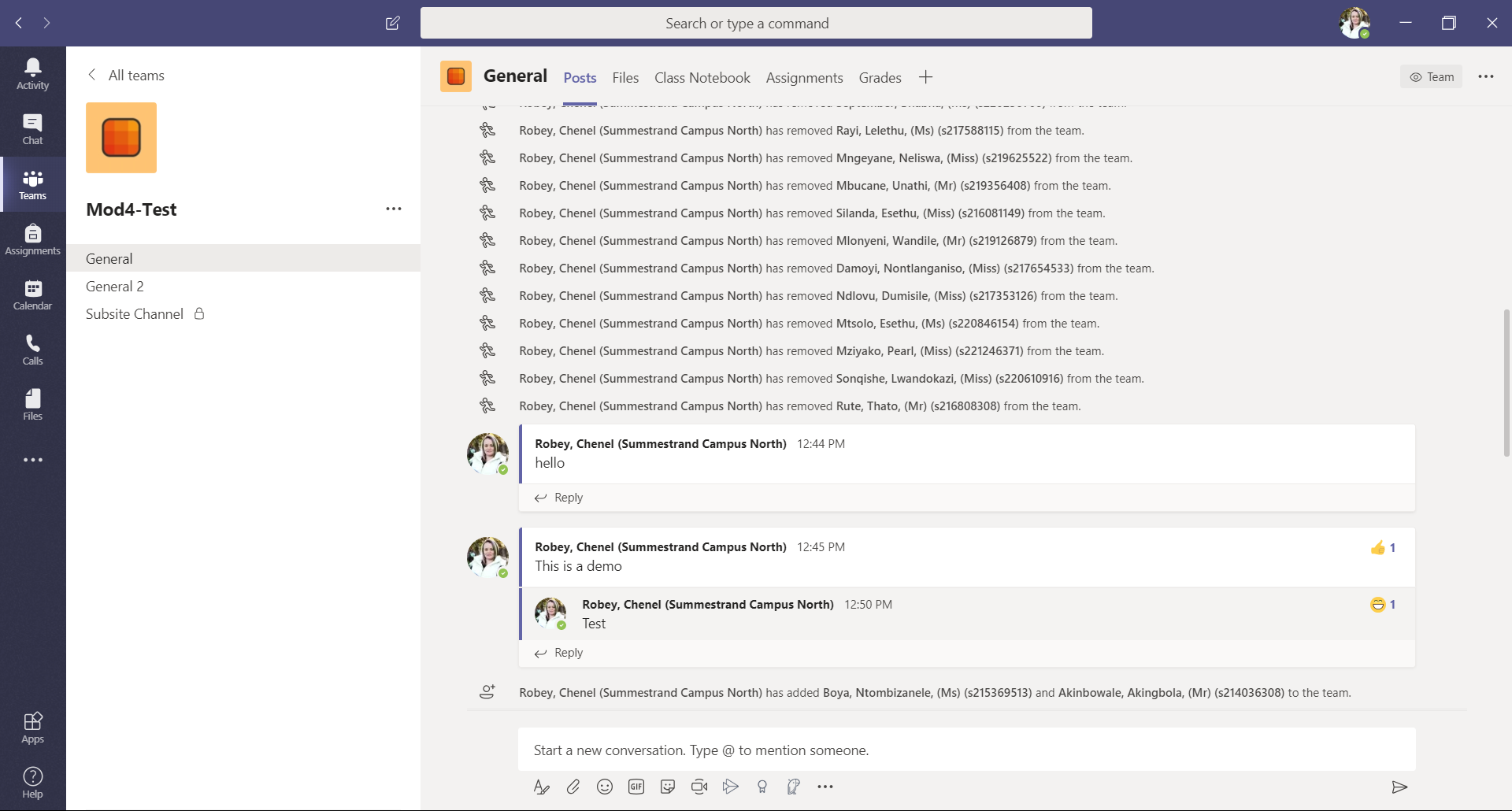


1. To Reply to what someone has posted click on **“Reply”**

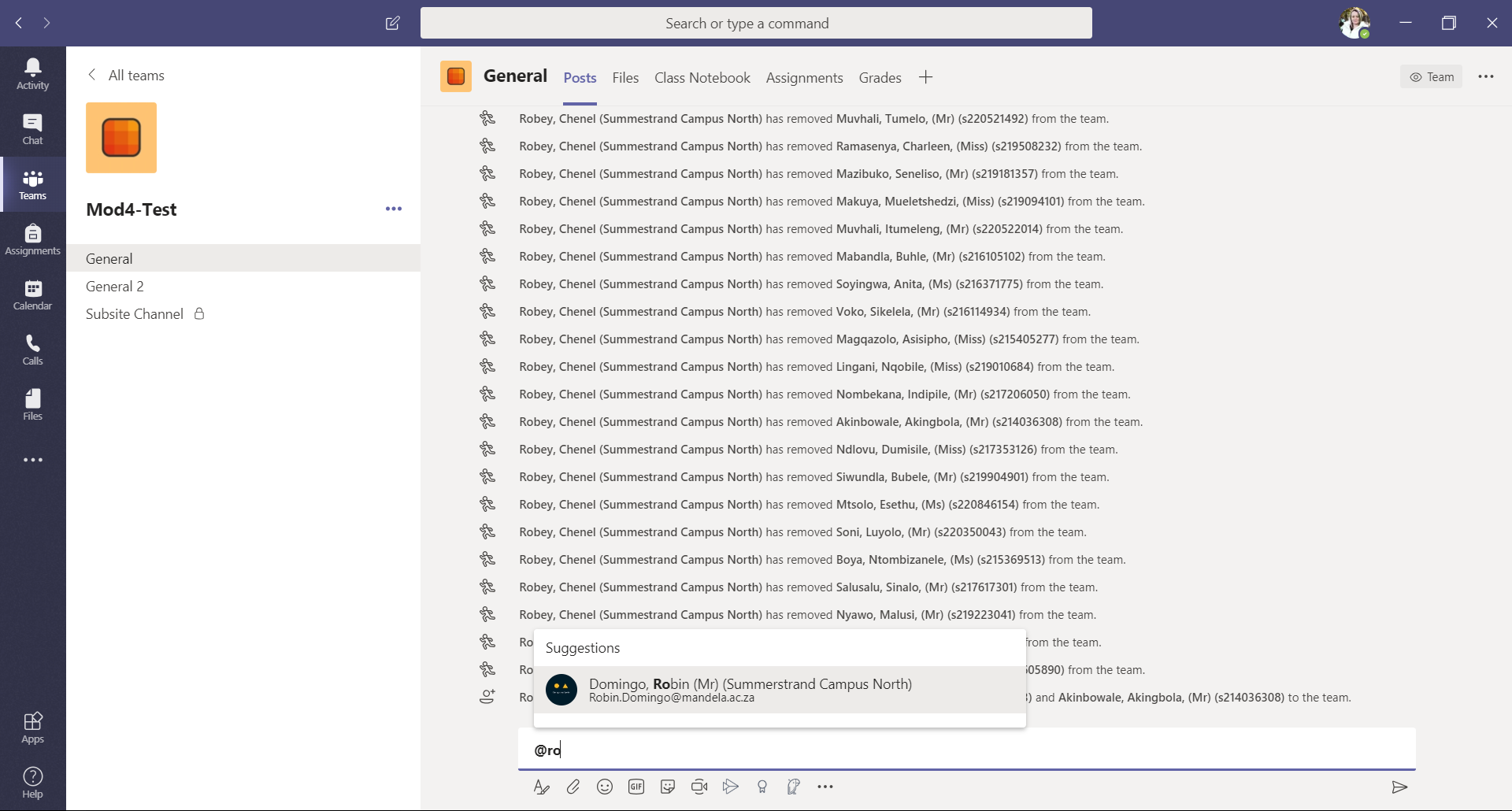


1. You can also use emoticons when “replying” by hovering over the typed message and choosing the emoticon





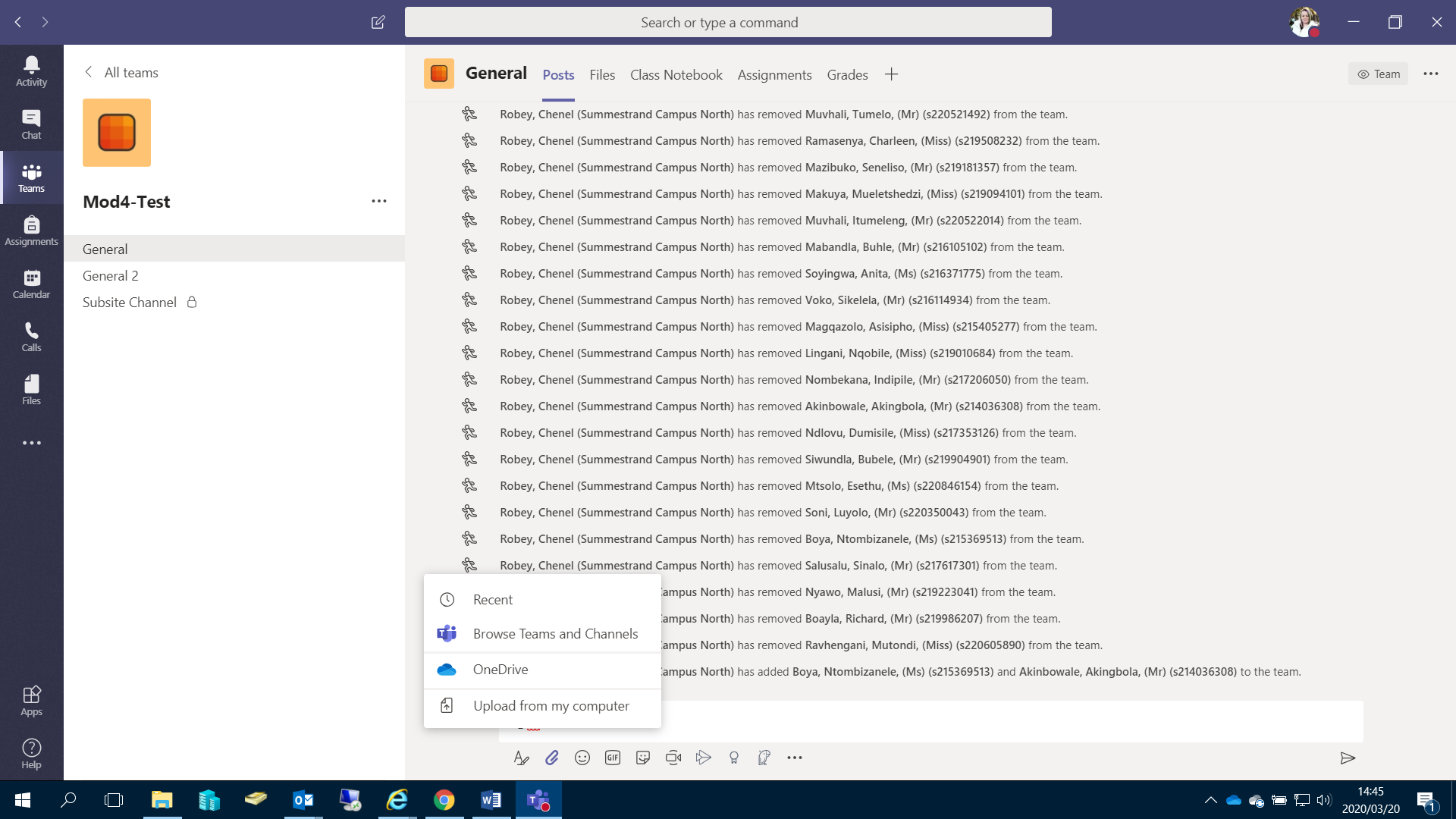
1. To get someone's attention in a channel conversation or a chat, @mention them. Just type **@** before their name and then select them from the menu that appears.



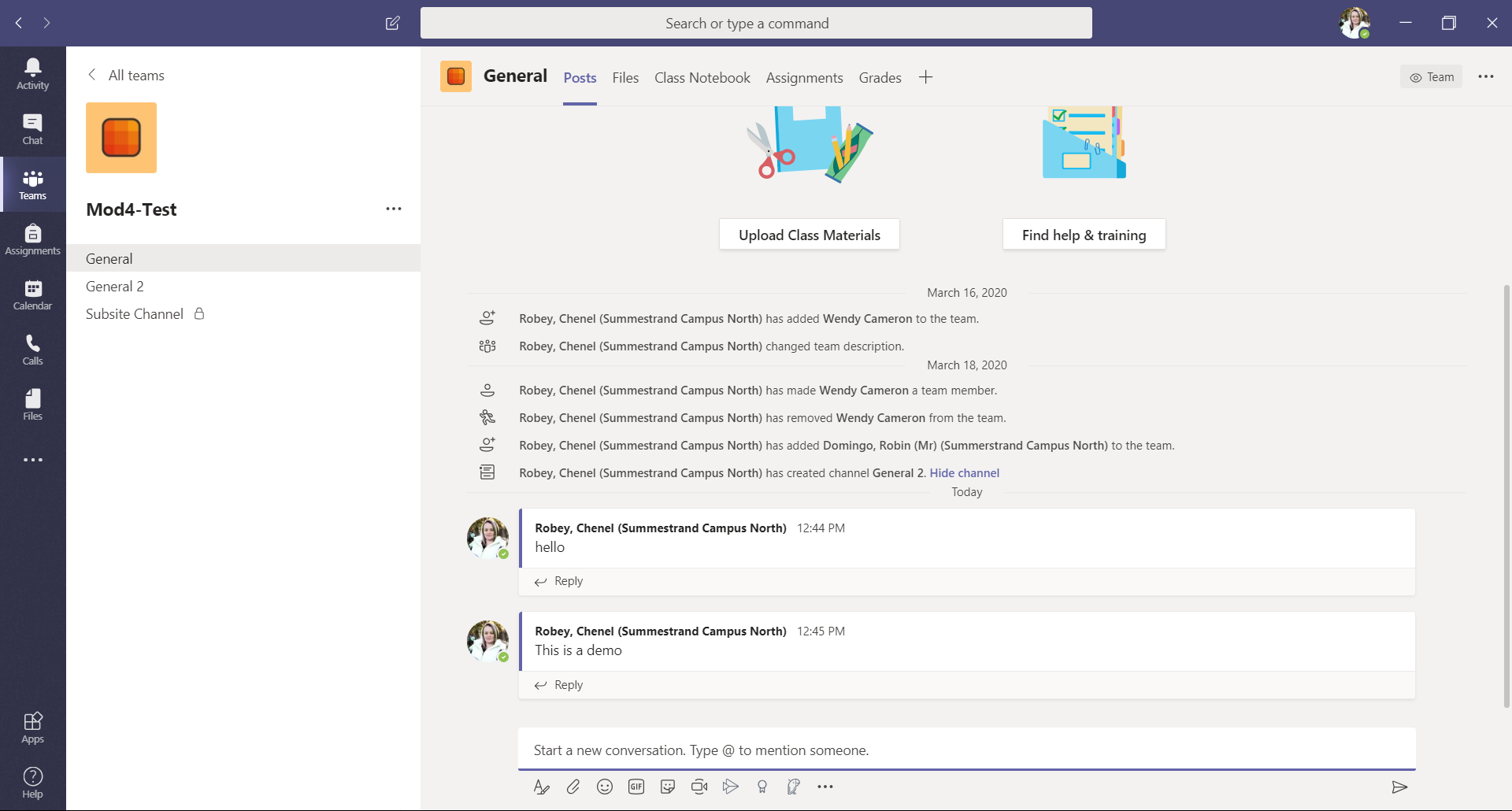
1. To get the attention of an entire team, try one of these:

* Post something in the Team's general channel. The channel name appears bold for every team member.
* Type **@team** to message everyone on that team.
* Type **@channel** to notify everyone who has favorited that channel

1. Sometimes words aren't enough, and you need to post a file to a channel conversation. Click **Attach** Choose file buttonunder the box where you type your message.



1. Select from these options:
   * **Recent**
   * **Browse Teams and Channels**
   * **OneDrive**
   * **Upload from my computer**
2. If you're uploading a file from your computer, select a file, click **Open**, and then **Send** Send button
3. All files will be found in the Files tab



1. Have fun with emoji, memes, and GIFs. Express yourself and impress your coworkers!

* Click **Sticker** Sticker buttonunder the box where you type your message, then pick a meme or sticker from one of the categories.
* The **Sticker** Sticker buttoncatalog contains a wide variety of customizable stickers and memes — you can even upload your own!
* Check out **Emoji** Emoji buttonfor smiley faces and **Giphy** GIF buttonfor animated GIFs.