Making Announcements in Microsoft Teams

Restricting Permissions in the General Channel:

Step 1: From the **General** channel, click the three dots to the right of the **Meet** button. From the menu that appears, click **Manage channel**.
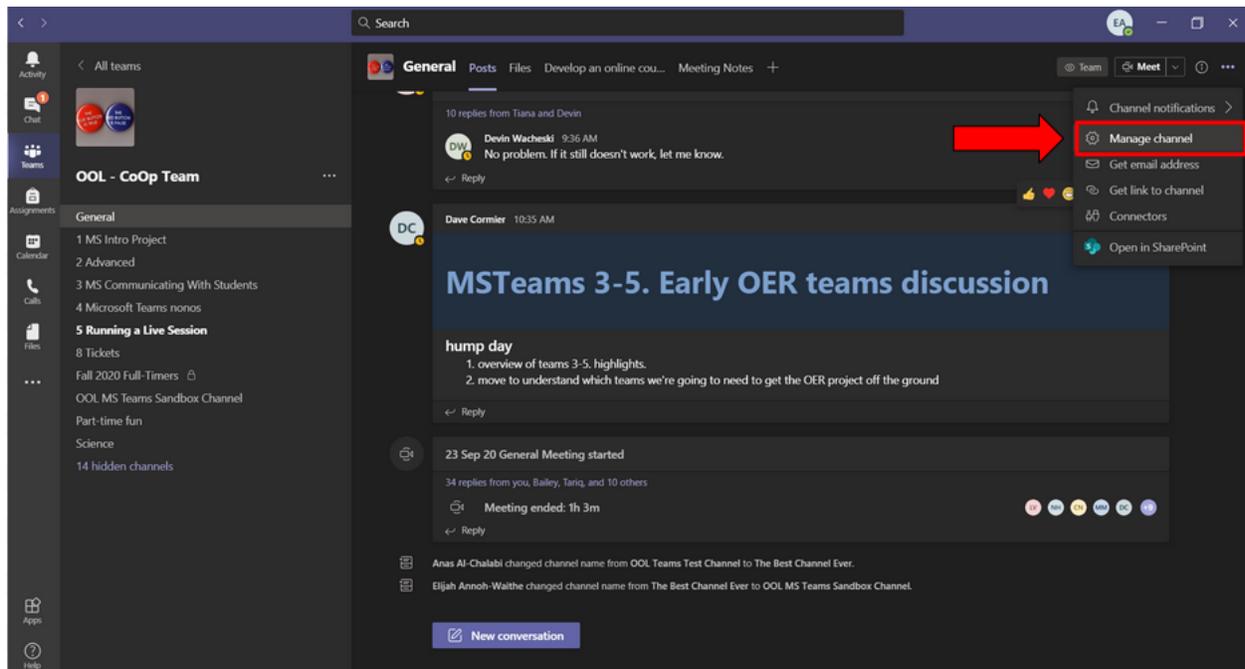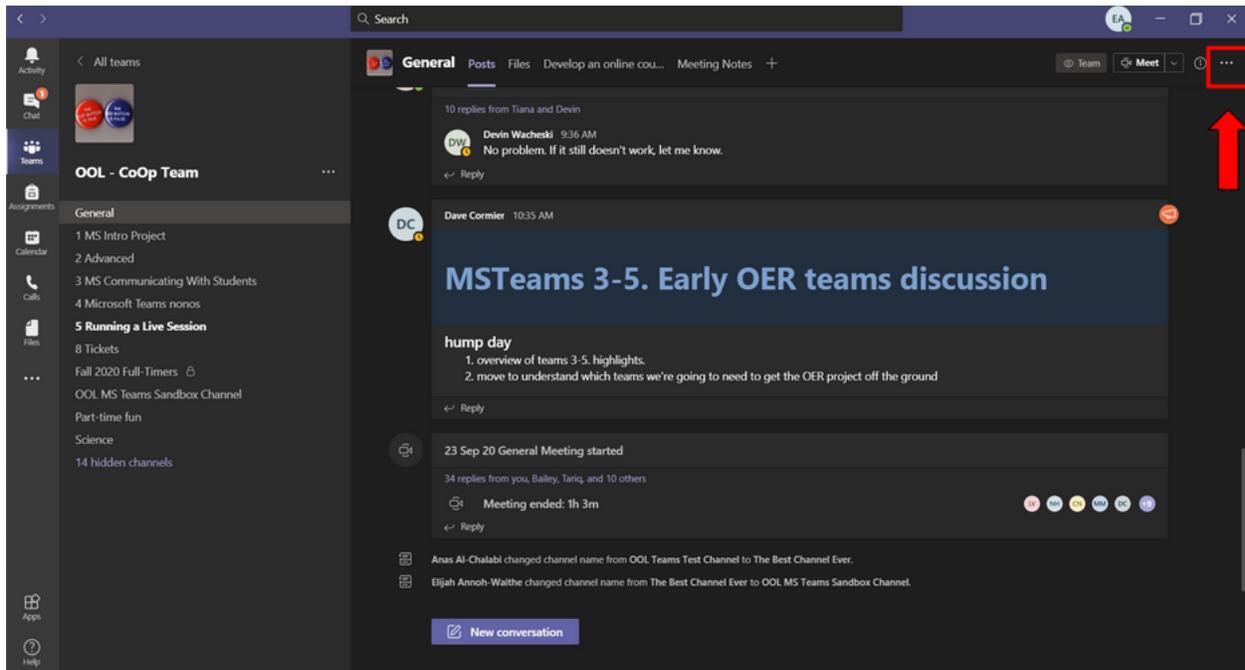
Step 2: From Channel settings, under the permissions tab, select the option to restrict the channel so that only owners can post messages.

Creating Announcements

Step 1: To make an announcement, begin by navigating to the channel you wish to post in. Once you have found the channel where you want to make your post, click **New conversation**.
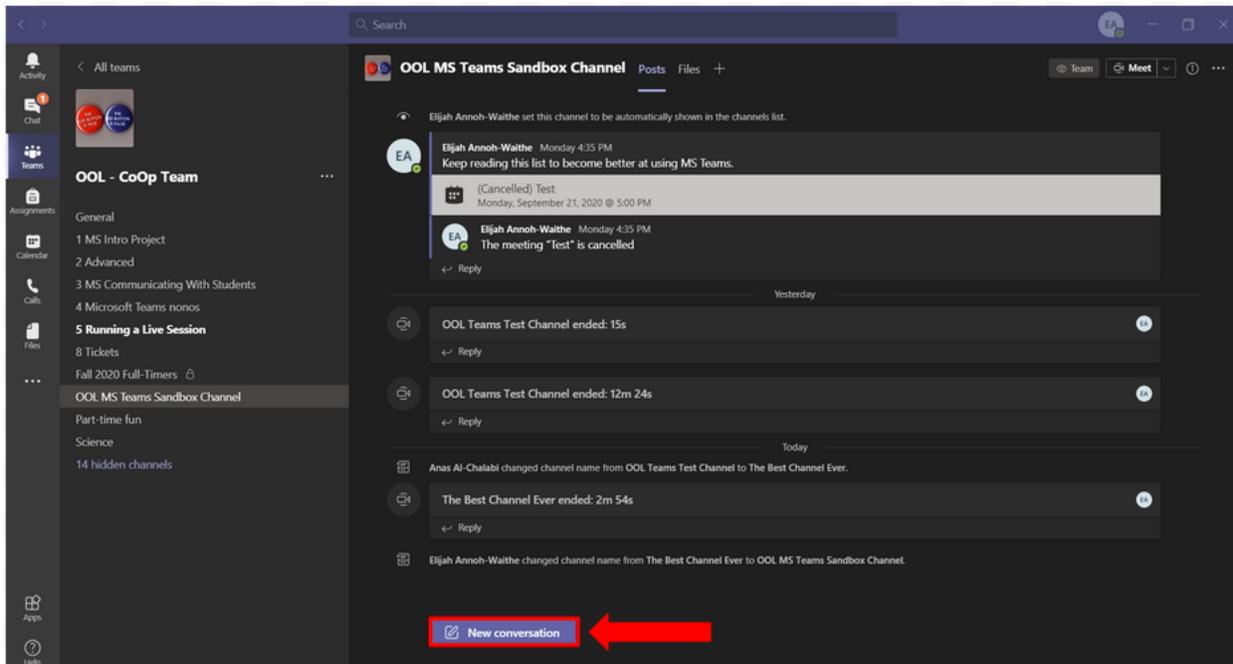
Step 2: The next step is to click the **Format** option. It is the first symbol below the textbox for starting a **New conversation**.
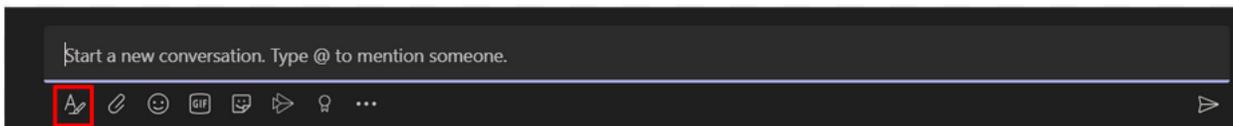
Step 3: After clicking, you will see an enlarged text box with additional formatting options. From here, click **New conversation**; this will open a dropdown menu, from which you can select **Announcement**. Click **Announcement** and start creating your message.
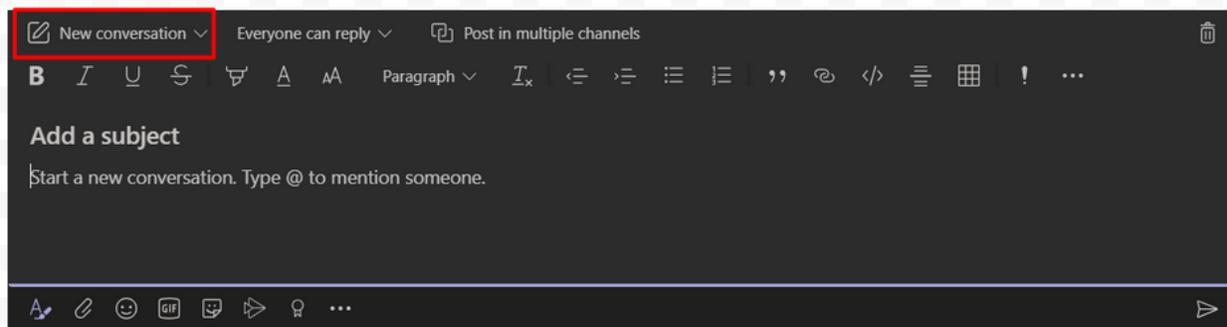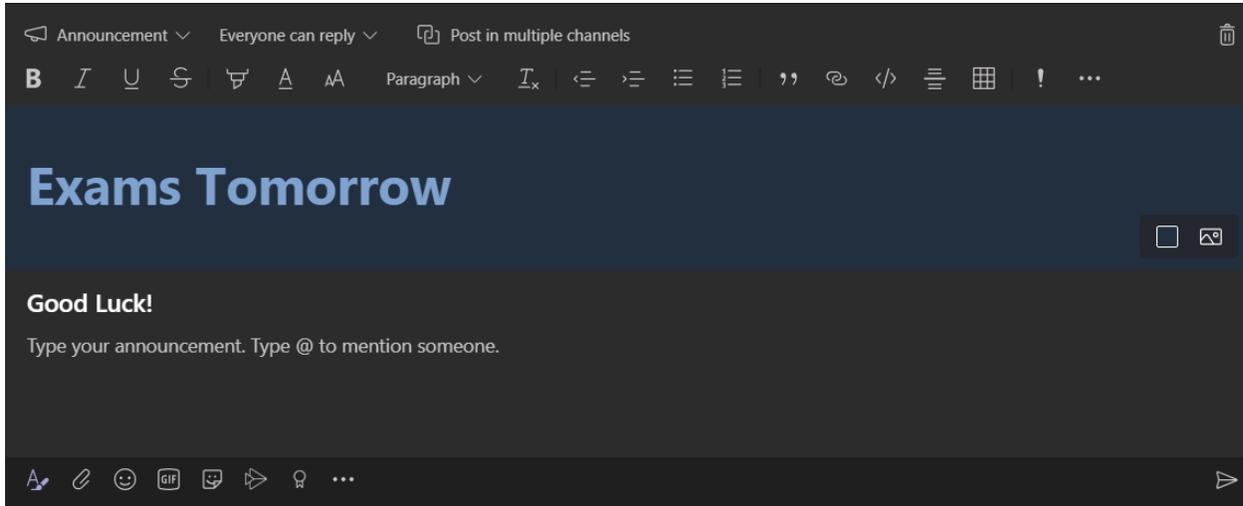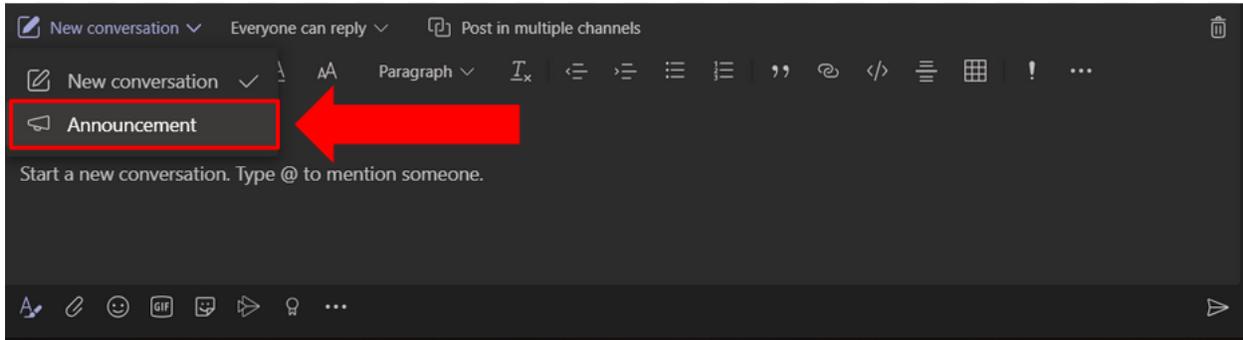
Optional: If your message is important (E.g., Exams, Major Assignments, Quizzes, etc.), you can click the exclamation mark that appears from the list of formatting options. Doing this will mark your message as important and increase its visibility