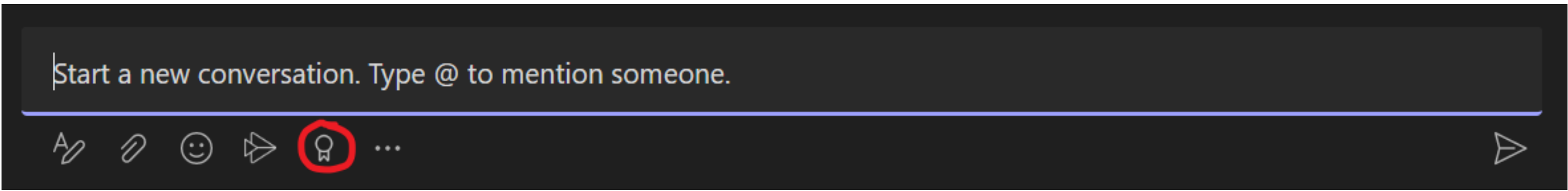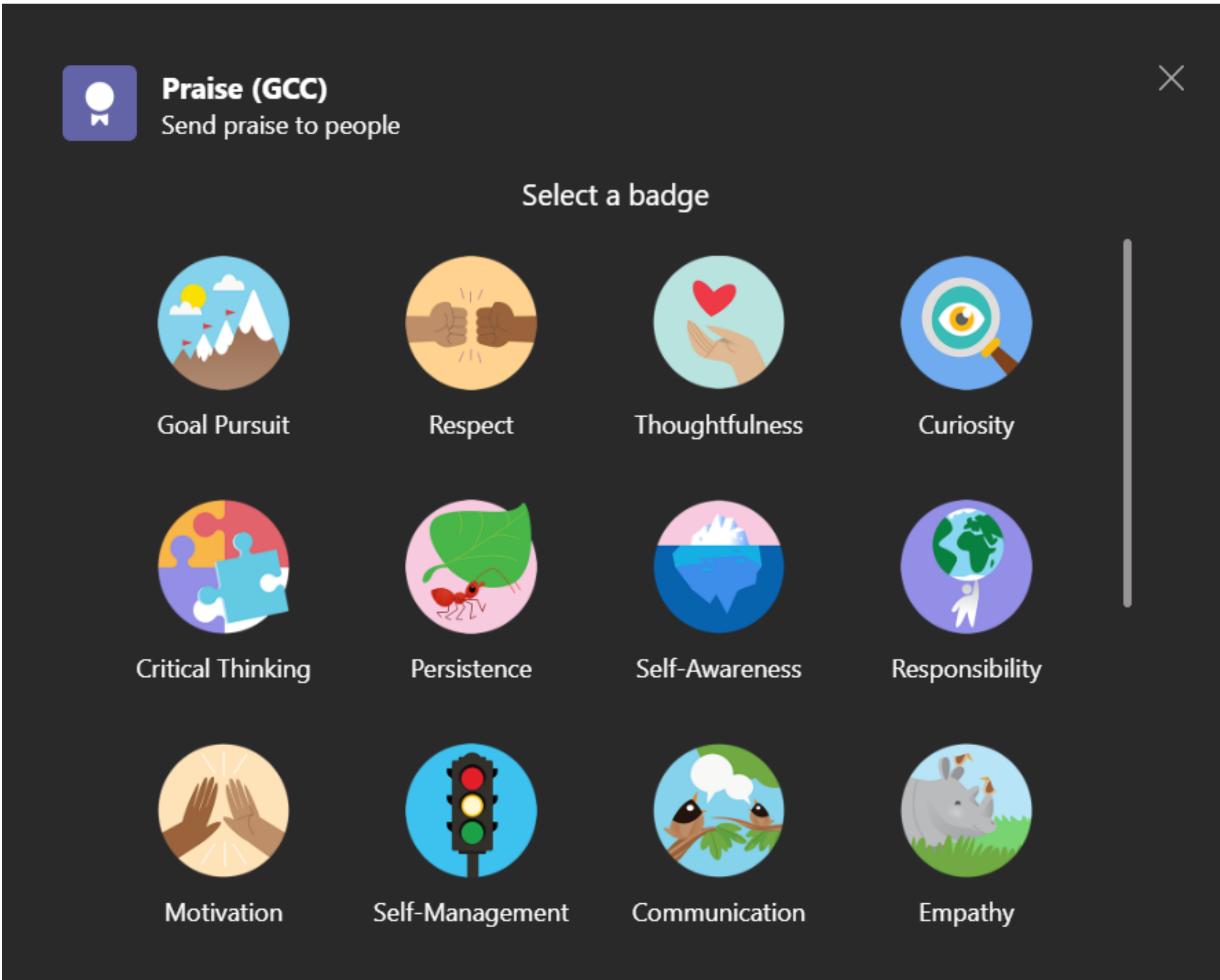**1** Go to a Team where you'd like to send a member of that Team praise. Click 'New Conversation'.
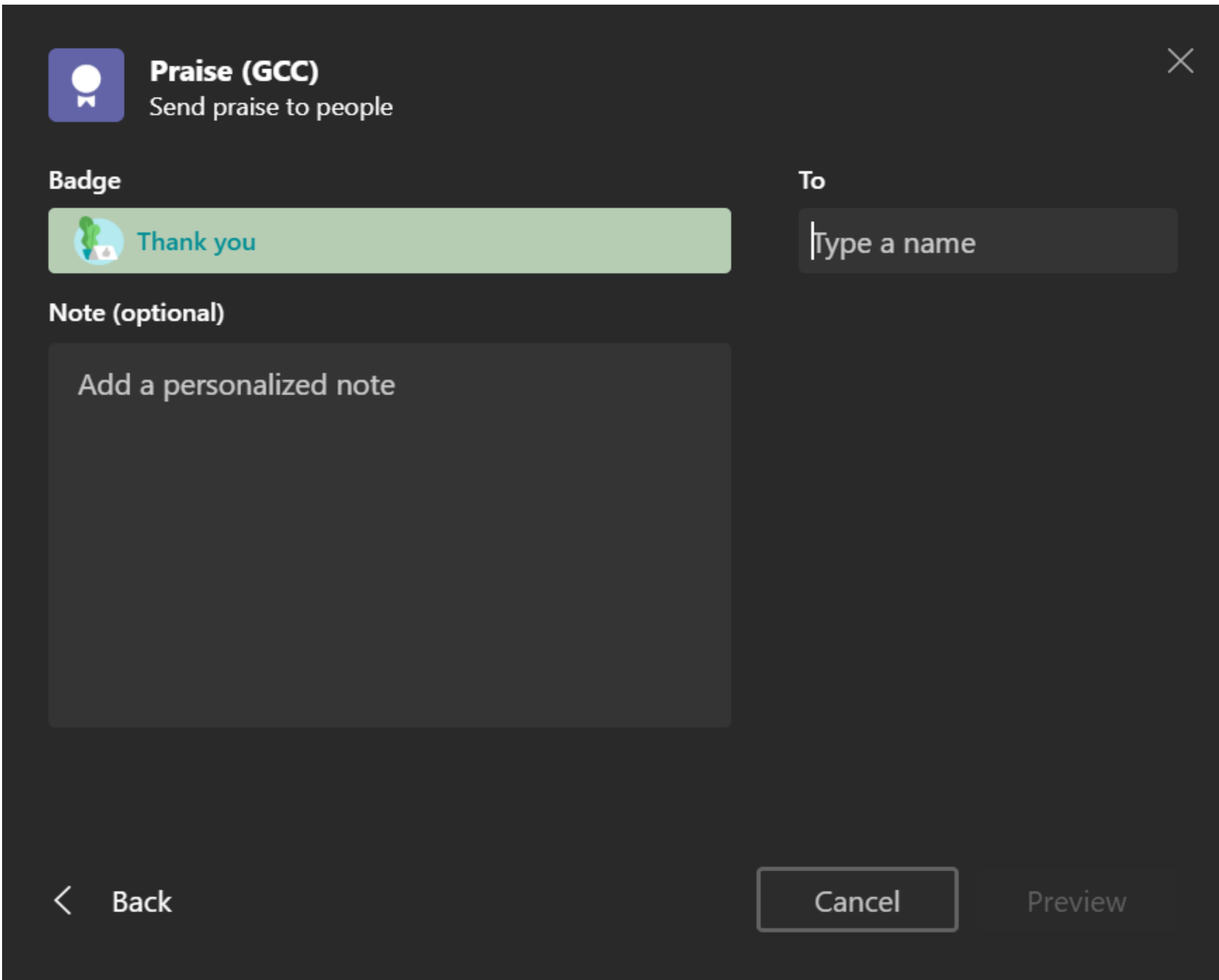

2 Click the 'Praise' icon that looks like a badge (circled in red).

3 Select from the default badges listed based on the praise you would like to send.

4 Add the recipient of Praise. There is an option to type a note. For example, if I send a 'thank you' to someone I could write, 'Thank you for helping me with the project!'.

5 Click 'Preview' and then 'Send'!