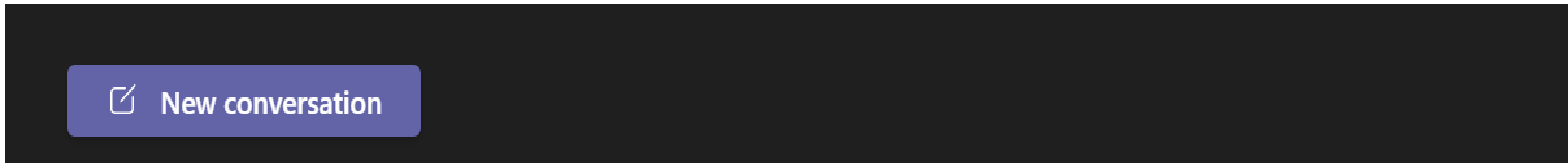
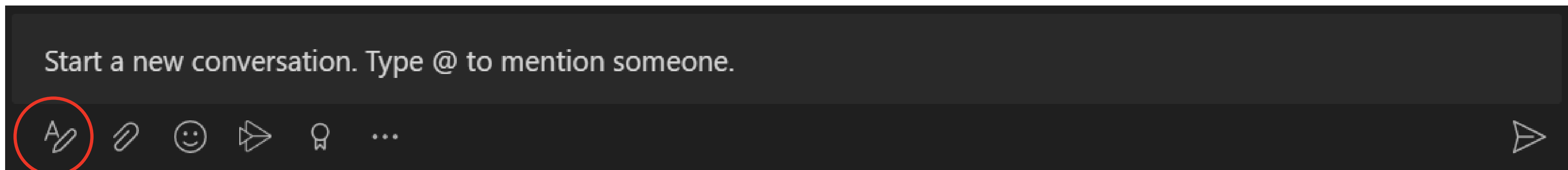


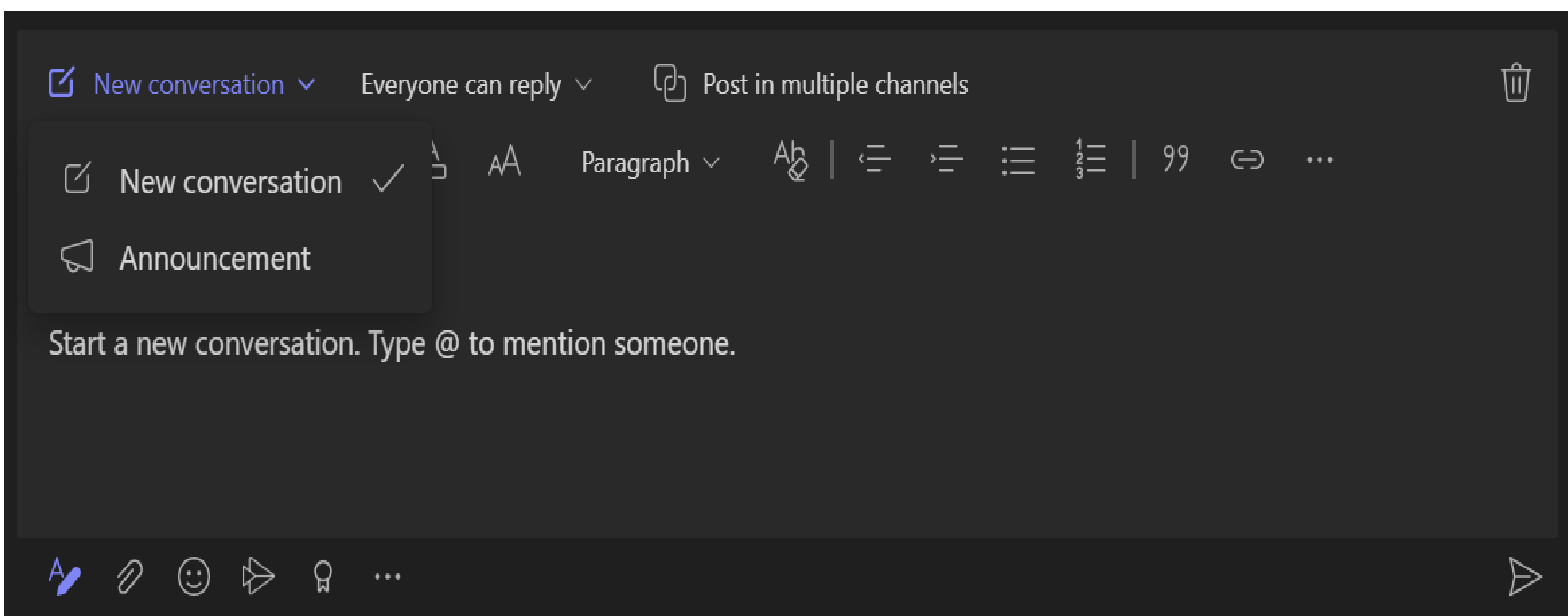
1 View the Microsoft Team you would like to add an announcement to. Click the 'New Conversation' button.



2 Click the Format icon to open the full text box with formatting options.

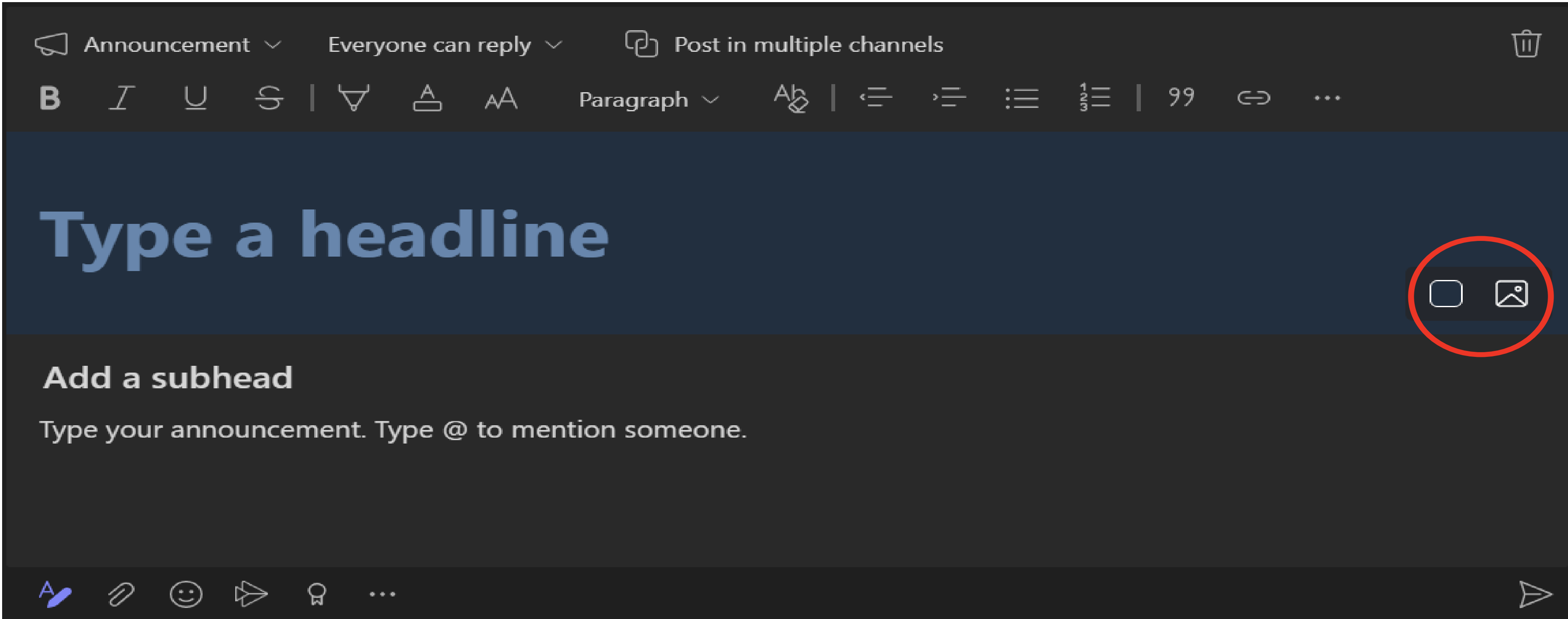


3 To create an announcement, click 'New conversation' and select 'Announcement'.



4

A headline, subhead, and body of a paragraph will appear. To customize your banner, click the *color box* or *image box* on the bottom right corner of the headline box.



5

Once you have selected a picture and/or color for your headline, you can begin to fill in the subject and body of your announcement

