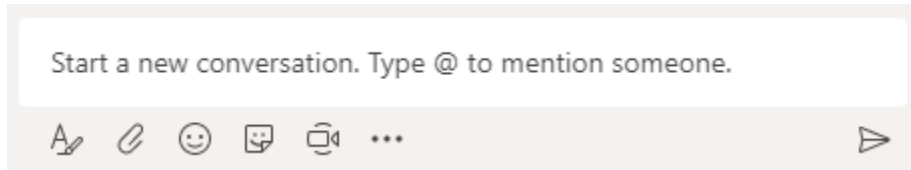


Creating a new Conversation

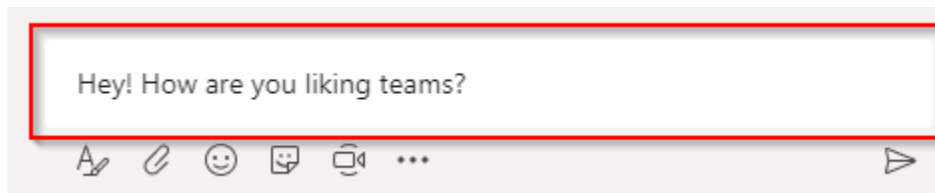
- [The Compose Box](#)
- [Mentioning others in a Conversation](#)
- [Message Extensions](#)
- [Message Formatting](#)

The Compose Box

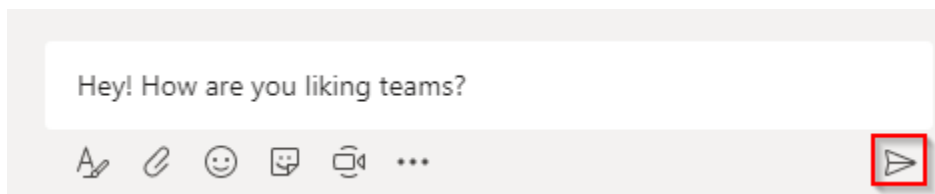
Pictured below is the *compose box* at the bottom of the *Conversations Tab*.



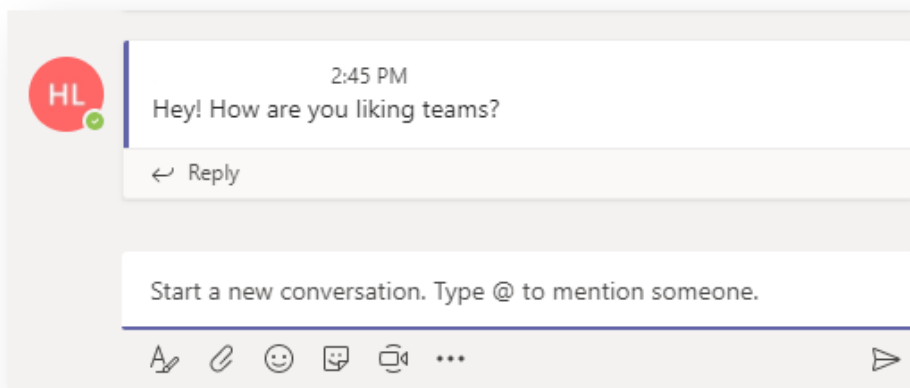
In order to start a new conversation, first click on the *compose box* and start typing your message.



By pressing the *arrow* at the bottom right of the *compose box*.

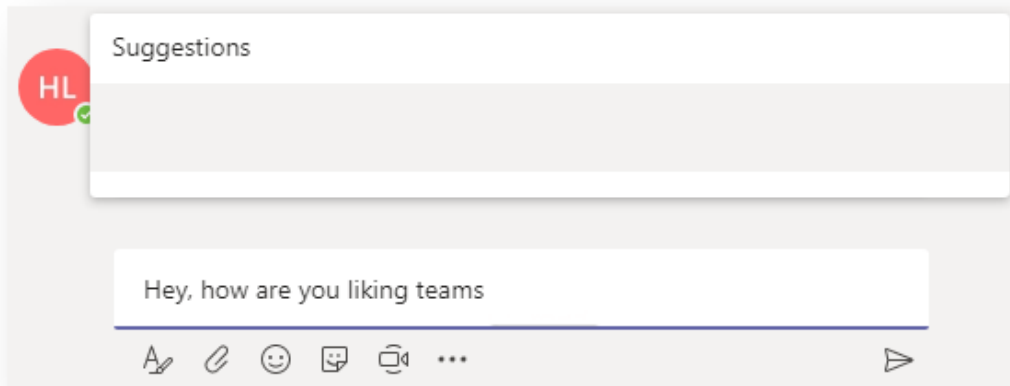


Your message now appears as a new conversation in the *Conversations Tab*

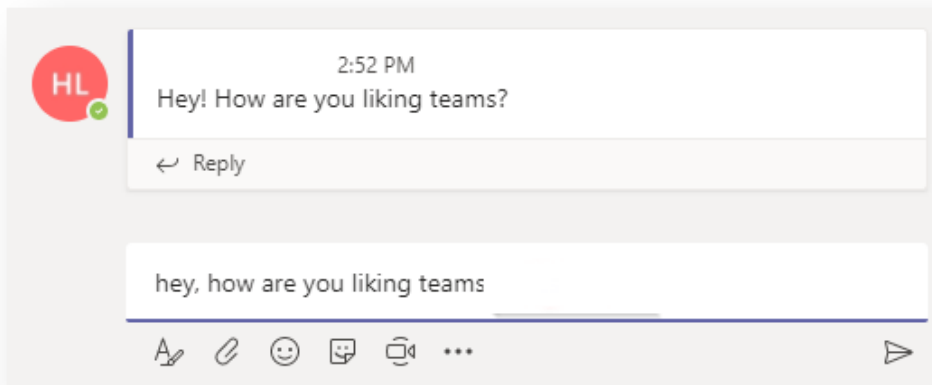


Mentioning others in a Conversation

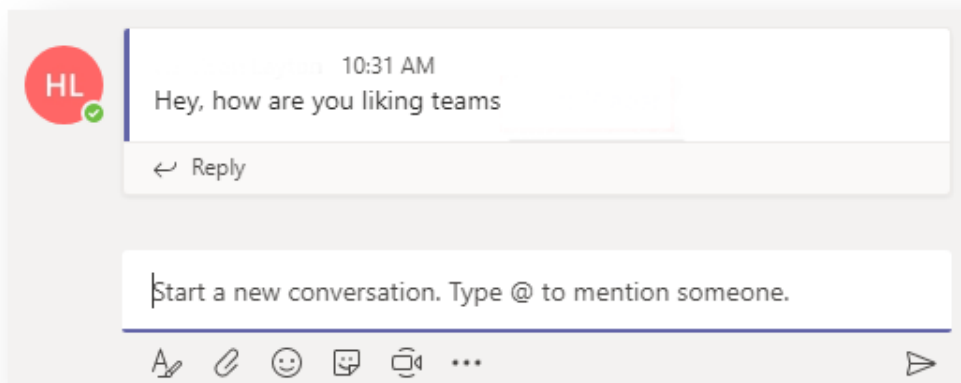
When typing a message you can use the "@" symbol to mention another person. This is known as an "*@-mention*" (pronounced "at mention"). By typing the beginning of the person's name *Microsoft Teams* will make suggestions. Click on the suggested name and the "*@-mention*" will be auto-completed.



Press enter or click on the persons name to complete the "@-mention". The persons name will now be highlighted in a blue colour.



Once you've posted the message the person you mentioned will receive a notification. In the example below, James Weber will be notified of my message.



Message Extensions

Message extensions can be found below the *Compose Box*. These contains options such as *Message Formatting*, *Attachments* and *Emoji's*. This article will focus on the *Message Formatting* extension. Explore the other extensions to discover what they do.

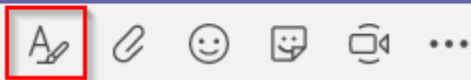
Start a new conversation. Type @ to mention someone.



Message Formatting

The *Format Button* can be found in the *Message Extensions* below the *Compose Box*.

Start a new conversation. Type @ to mention someone.




By clicking this button the *Compose Box* enlarges into the *Format Box*.

B

I

U

|




|


A

AA


|




|




|




|



|








|




Paragraph ▾ | !






Add a subject

Start a new conversation. Type @ to mention someone.

     ...









There are several *Formatting Options* at the top of the *Format Box*. These are similar to the formatting options for many common apps such as Word and Excel. These should be familiar to you but if not explore what these options do and how they affect the appearance of your message.

B *I* U |  A AA |   |  “ ” </> | 

Paragraph ▾ | !

Add a subject

Start a new conversation. Type @ to mention someone.


     ... 

Click on "Add a Subject" to add a subject detailing the contents of your message.


B


I


U





A


























Paragraph  | 

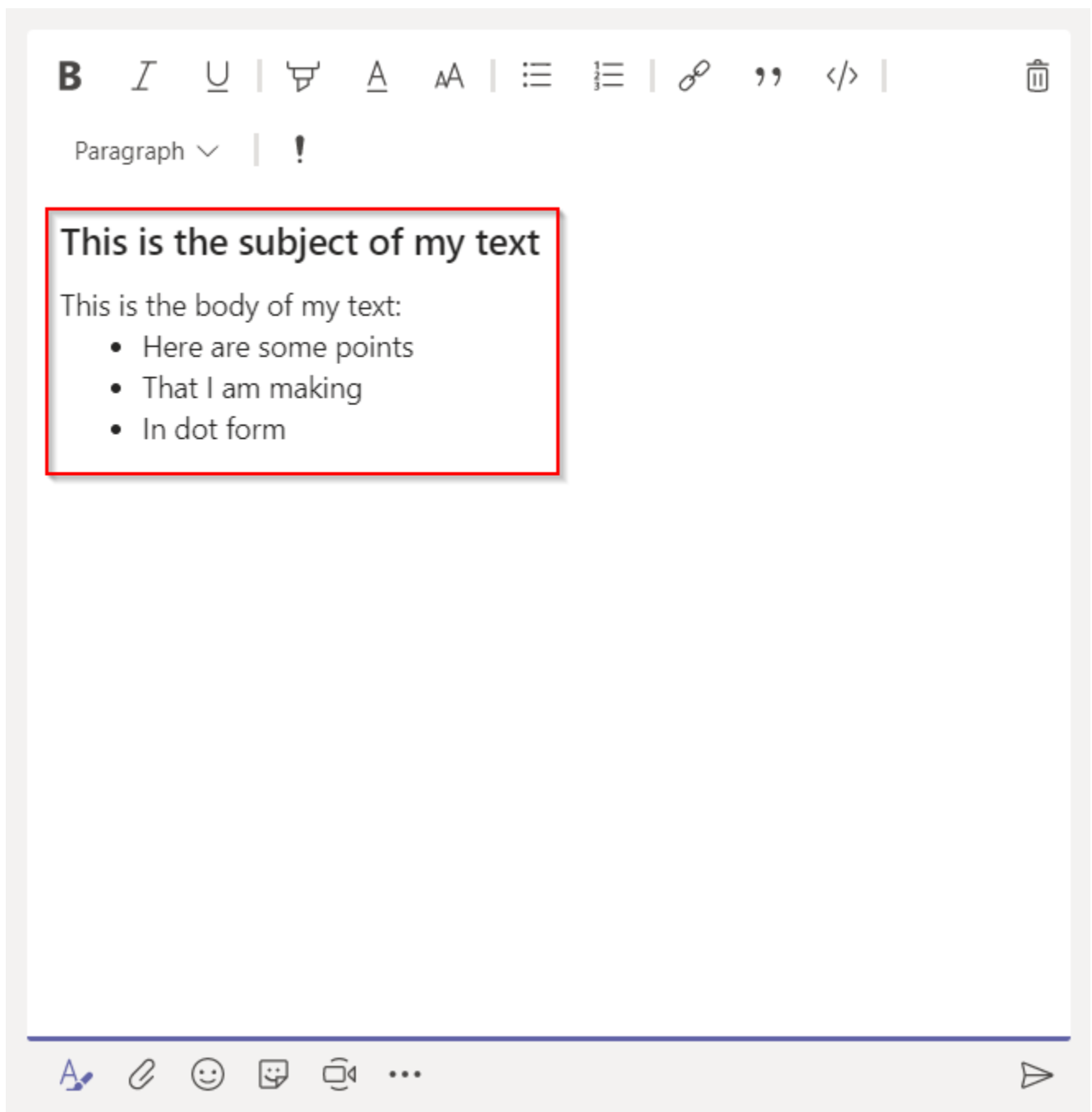
This is the subject of my text

Start a new conversation. Type @ to mention someone.

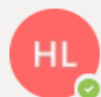




Click on the "Start a new conversation" box to add the body of your message.



Press enter or the arrow button so send your message and view the final result of the formatting.



12:19 PM

This is the subject of my text

This is the body of my text:

- Here are some points
- That I am making
- In dot form

[See less](#)

↩ Reply

Start a new conversation. Type @ to mention someone.

