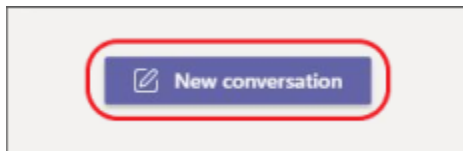


Create and format a post

Try it!

Create and format a post or announcement to start a conversation in a channel.

1. Select the **New conversation** button.



2. Type a message.
3. Select **Format** .
4. To create an announcement, select a post type > **Announcement** .
5. Type a headline and an optional subhead, and then add a color scheme or your own background image.
6. Format your post including the following options:
 - **Font size**
 - **Bold**
 - **Bulleted list** or **Numbered list**
 - **Insert link**
7. Select **Send** .