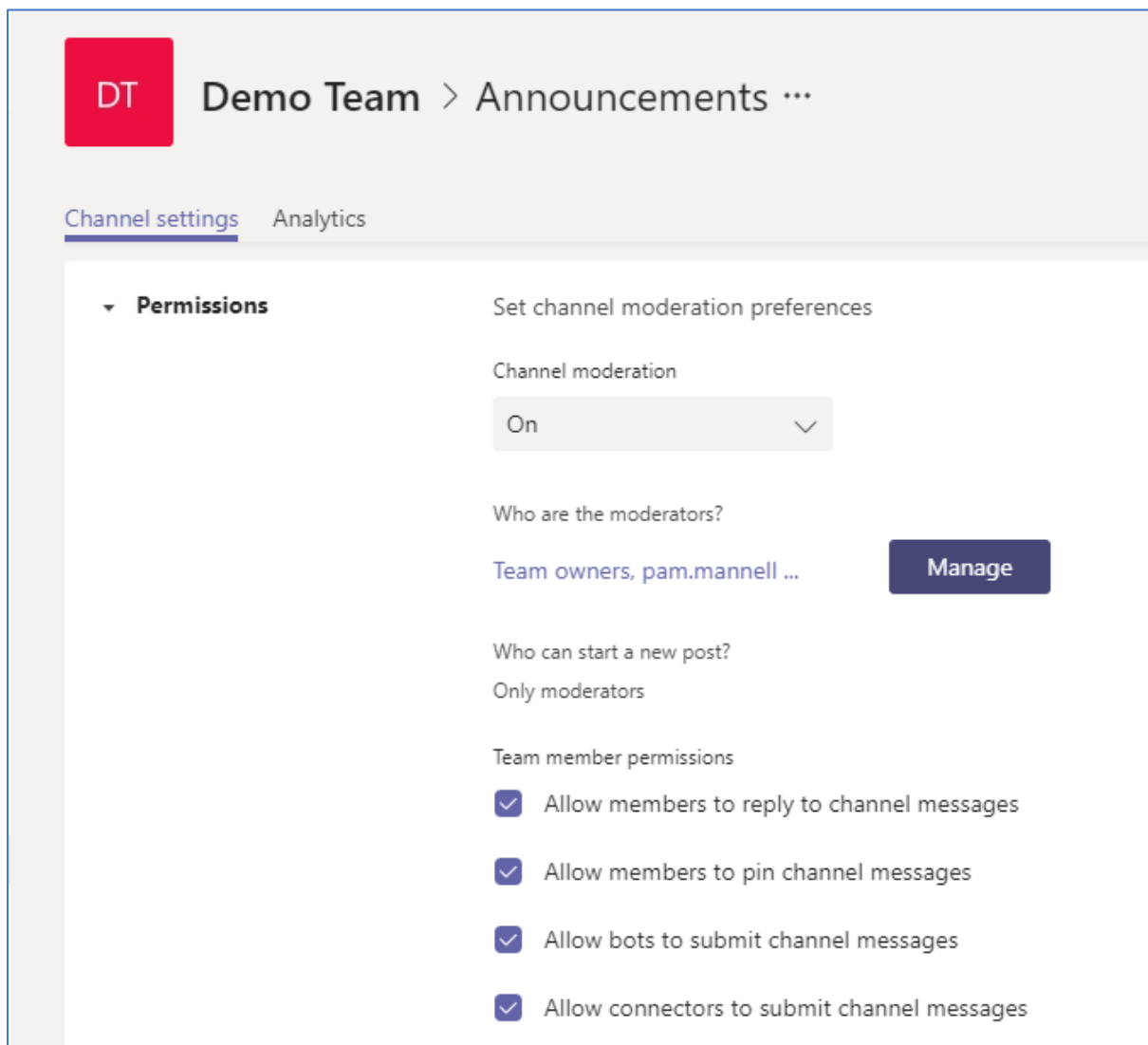


One way to make Announcements stand out in Microsoft Teams is to create a dedicated Channel and use this to determine who can post in it – and whether or not you allow other members to reply to messages.

Add a new Channel to your Team in the usual way and then click on the Channel more commands and select Manage Channel.

Here you can turn on Channel Moderation and then determine who are the moderators. This defaults to Team Owners but other members – including guests – can be added as moderators.

Then set any additional permissions required.



The screenshot shows the 'Channel settings' page for a channel named 'Demo Team'. The page is divided into two tabs: 'Channel settings' (selected) and 'Analytics'. Under 'Channel settings', there is a section for 'Permissions' with a dropdown arrow. The main content area is titled 'Set channel moderation preferences'. It includes a 'Channel moderation' dropdown menu set to 'On'. Below this, it asks 'Who are the moderators?' and shows 'Team owners, pam.mannell ...' with a 'Manage' button. Further down, it asks 'Who can start a new post?' and shows 'Only moderators'. At the bottom, there is a section for 'Team member permissions' with four checked options: 'Allow members to reply to channel messages', 'Allow members to pin channel messages', 'Allow bots to submit channel messages', and 'Allow connectors to submit channel messages'.