**Send an announcement to a channel**

Sometimes your message needs to stand out. With options for a headline and image, channel announcements help your message cut through noise.

**Create an announcement**

1. In the channel, select **Format** under the box where you type your message.



1. At the top of box that appears, click the arrow next to **New conversation** > **Announcement**.



1. Type a headline, change its background color, or add a background image for the headline area—lots of options!



Send button

Type announcement here

1. Type the topic of your announcement in the **Add a subhead** area, then the body of your message, and select **Send** .

