




# Conversations in the Posts tab

In each channel you will find the **Posts** tab on the far left. This tab can't be moved, and the name can't be changed - the **Files** tab, by the way, can't be changed either. This way you can quickly find your way around in all channels.

Using the  **New conversation** button, people can leave messages in the posts, to which they can reply by comment or also with emojis.



Under the **Posts** tab you can also find **system messages**, for example when a new team member has been added. In addition, messages automatically generated by **bots** are also listed here.

Use **@mentions** if someone should receive a separate notice - e.g., when a decision is pending.

@Paula

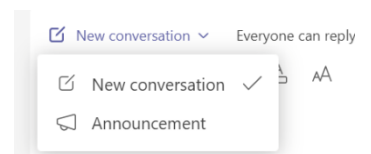
You can also start a **conversation** from within a document. Please don't confuse this with **comments** in a document, which are stored only in the document itself. Did you know that you can also @mention in the comments? Very helpful!

 Conversation

You can **translate** individual posts – this is particularly helpful in international teams.

 Translate

You can convert a post into an **announcement** and then have even more design options, especially a header that highlights that post.



Channels where **new posts** have been made are displayed in **bold**.

You can publish both **new conversations** and **announcements** to multiple channels simultaneously.

 Post in multiple channels