

## Post to the newsfeed

Start conversations with people in your organization by posting to a newsfeed, either on your personal site, or in team site newsfeeds.

### Create a simple post

1. Click in the Start a conversation box.
2. Type your message.



3. Click **Post**.

### Add a picture to a post

1. Click in the Start a conversation box.
2. Type a message (optional).
3. Click the camera button.

Share with everyone ▾

Check out this amazing view!

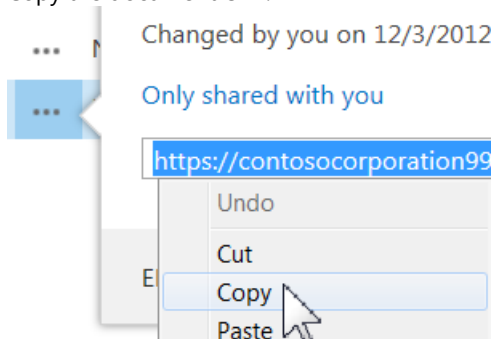


4. Browse to the picture you want and click **Open**.
5. Click **Upload**.

### Add a link to a document to a post

1. Go to the SharePoint library that has the document.
2. Click the ellipses menu to open the document callout.

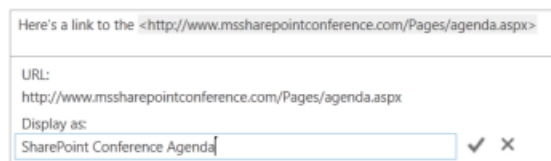
3. Copy the document URL.



4. Click **Newsfeed** at the top of the page (or go to the team site newsfeed you want).
5. Click in the Start a conversation box.
6. Right-click and paste in the document URL.
7. Click in the Display As box, type the words you want to appear as the document link, and click the check mark.
8. Click **Post**.

### Add a weblink to a post

1. Go to the web page you want to link to.
2. Copy the web page URL.
3. Click **Newsfeed** at the top of the page (or go to the team site newsfeed you want).
4. Click in the Start a conversation box.
5. Right-click and paste in the web page URL.
6. Click in the Display As box, type the words you want to appear as the weblink text, and click the check mark.



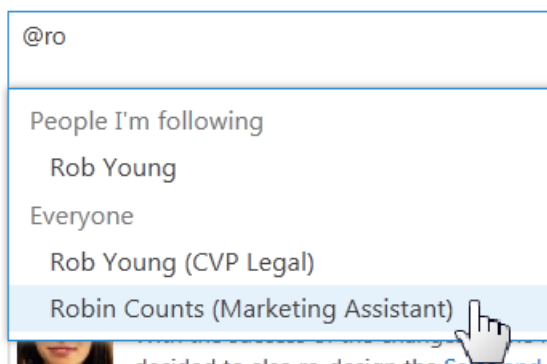
7. Click **Post**.

### Add a video to a post

Use the same procedure as described above for "Add a weblink to a post."

### Mention someone in a post

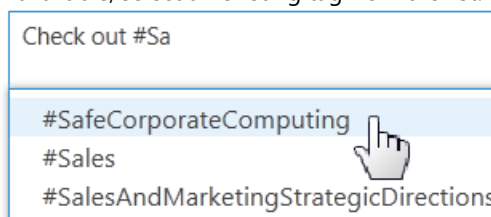
1. Click in the Start a conversation box.
2. Type a @ character.
3. Start typing the name of the person you want to mention.
4. Select the name if you see it in the list.



5. Finish the post and then click **Post**.

### Add a hashtag to a post

1. Click in the Start a conversation box.
2. Type a # character.
3. Start typing the tag you want to add.
4. If available, select an existing tag from the list.



5. Finish the post and then click **Post**.

### SEE ALSO:

- **Post something to everyone**  
<http://office.microsoft.com/redir/HA102785948.aspx>
- **Add features to a newsfeed post**  
<http://office.microsoft.com/redir/HA10278575.aspx>
- **Follow tags to get information about topics that interest you**  
<http://office.microsoft.com/redir/HA102785925.aspx>
- **Follow people to keep track of their activities**  
<http://office.microsoft.com/redir/HA102785944.aspx>
- **What items appear in your newsfeed**  
<http://office.microsoft.com/redir/HA102785941.aspx>