Share all updates and files to the right people, at the right time, in one easy place.

**Be heard by everyone quickly**
Get messages out to your class or research team quickly. Ensure everyone has the same, consistent message with no confusion.

Open a Webex Teams announcement Space.

1. **Establish your groups**
   Create Spaces for each group, like classes or peer faculty. It’s easy to open a Space with all class members in the LMS webpage.

2. **Welcome message**
   Create a welcome message and post it in each Space. Explain what the chat Space is going to be used for.

3. **Include documents**
   Upload files or images to the announcement Space to keep everyone on the same page.

4. **Announcement only?**
   Do you want open discussion, or just your announcements? Your choice. Make yourself a Space moderator and turn on ‘announcement only’ mode.

**PRO TIP**
Notify everyone you’ve posted the latest news or resources by tagging @All.