






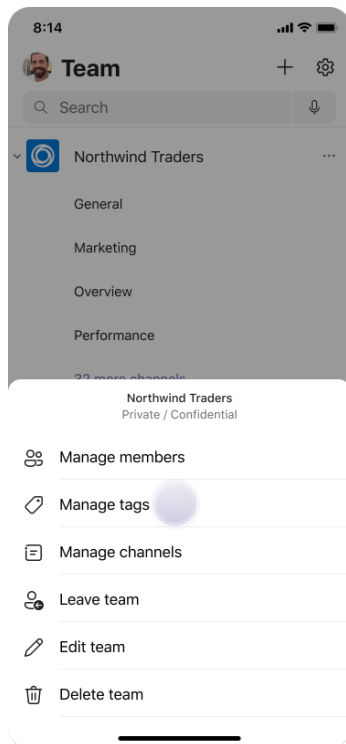
# MICROSOFT TEAMS KNOWLEDGE BASE

## TAGGING AND @MENTION (iOS)

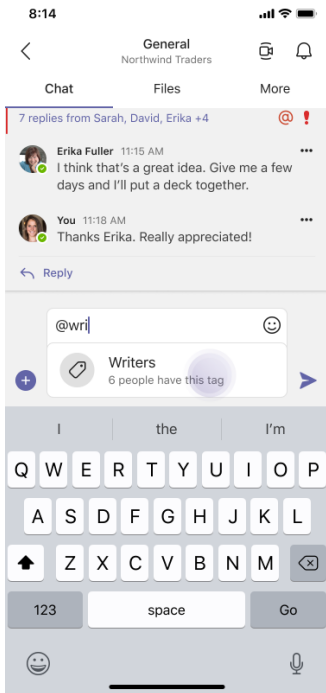
Tags let you quickly reach a group of people all at once.

Tags categorize people based on attributes, such as role, project, skill, training, or location. For example, a "Nurse" or "Manager" or "Designer" tag will enable you to reach groups of people in Teams without having to type every single name.

Tap **Teams**  on the bottom of the app, and find your team in the list. Then, select **More options** , and choose **Manage tags** .



To use a tag, just @mention it in a channel. Everyone who has been assigned that tag will receive a notification.



Another way to use a tag is to start a new chat, and then select the tag that is assigned to the people you want to reach.

