

How do I mention a user in an announcement reply as an instructor?

You can @mention a user in an announcement reply. Course users mentioned in a reply may receive a notification based on their [preferred notification settings](#).

<https://embed.app.guidde.com/playbooks/gNXPske9HFuYLKTXHDccCP>

Embed this Video

Reply to Announcement

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To [reply to the announcement](#), click the **Reply** button [1]. To reply to an announcement reply, click the **Reply** link [2].

Mention User in Reply

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Use the Rich Content Editor to enter your reply, links, photos, equations, or media.

To mention a user in your reply type the @ symbol in the Rich Content Editor [1]. A list of course users displays [2].

Select User

Select User

To locate the course user, scroll through the list or filter the list by typing the course user's name [1]. Then select the user's name from the list [2].

Post Reply

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Your @mention text displays in a purple font and highlight [1].

To post your reply, click the **Reply** button [2].

View Reply

[View Reply](#)

Your post displays at the bottom of the thread.

Note: If the Discussions - New Mention notification setting is enabled in the mentioned user's [notification settings](#), the user is notified that they were mentioned.

[Content retrieved from <https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-mention-a-user-in-an-announcement-reply-as-an/ta-p/485661>]

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