

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

If replies are allowed in the announcement, you can @mention a course user in an announcement reply.

<https://embed.app.guide.com/playbooks/32SP1n6Gqtw6hba43hewx>

Embed this Video

Reply to Announcement

Reply to Announcement

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

Mention User in Reply

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

Post Reply

Your @mention text displays [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 mentioned user has enabled settings to receive notifications for discussion mentions, the user is notified that they were mentioned.

Content retrieved from <https://community.canvaslms.com/t5/Student-Guide/How-do-I-mention-a-user-in-an-announcement-reply-as-a-student/ta-p/485670>

Revision #1

Created 2025-05-20 22:39:34 UTC by Laura Jones

Updated 2025-05-20 22:41:42 UTC by Laura Jones