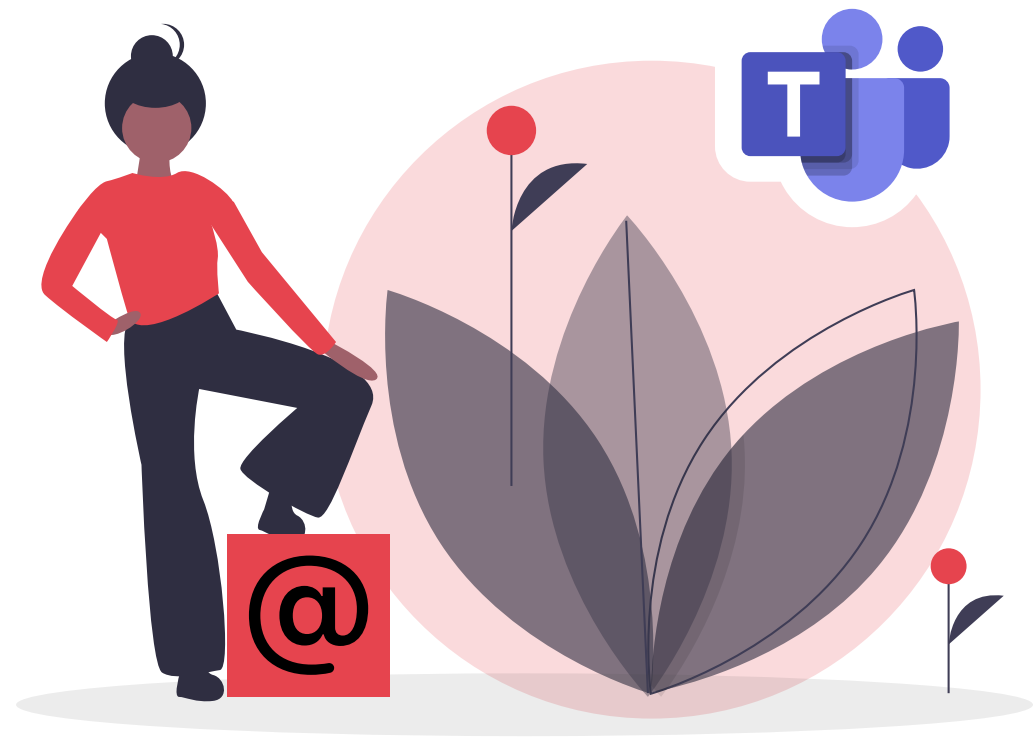


# COMMUNICATE WITH TAGS



Tags allow you to quickly reach a group of people at the same time.

Tags allow you to classify people based on attributes such as role, project, qualification, training, or location. For example, a “marketing” or “production team” tag allows you to access groups of people in teams without having to type in each unique name.

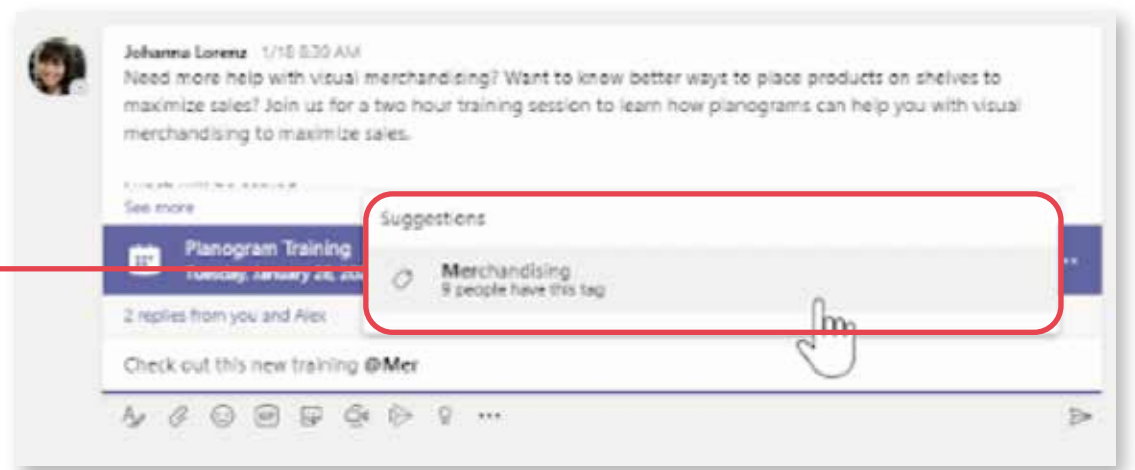
As soon as you add a tag, you just have to @mention it in a channel.

Everyone who has been assigned to this tag will receive a notification as they would be @mentioned.

You can also use a tag to start a new conversation, and then select the flag assigned to the people you want to reach.

## @mention a tag in a channel

In a channel conversation, just @mention a tag in your message and select the tag from the list. The tag will display like any @mention, and people associated with the tag will be notified.

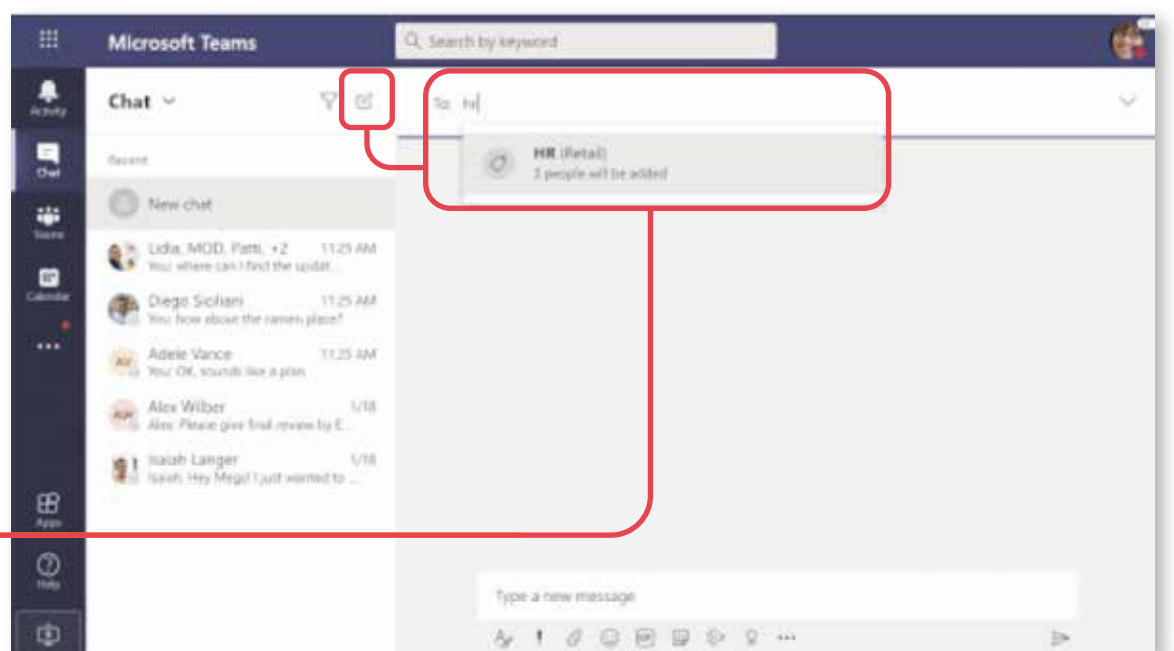


### Please note

Tags aren't supported in private channels yet.

## Using tags in a conversation

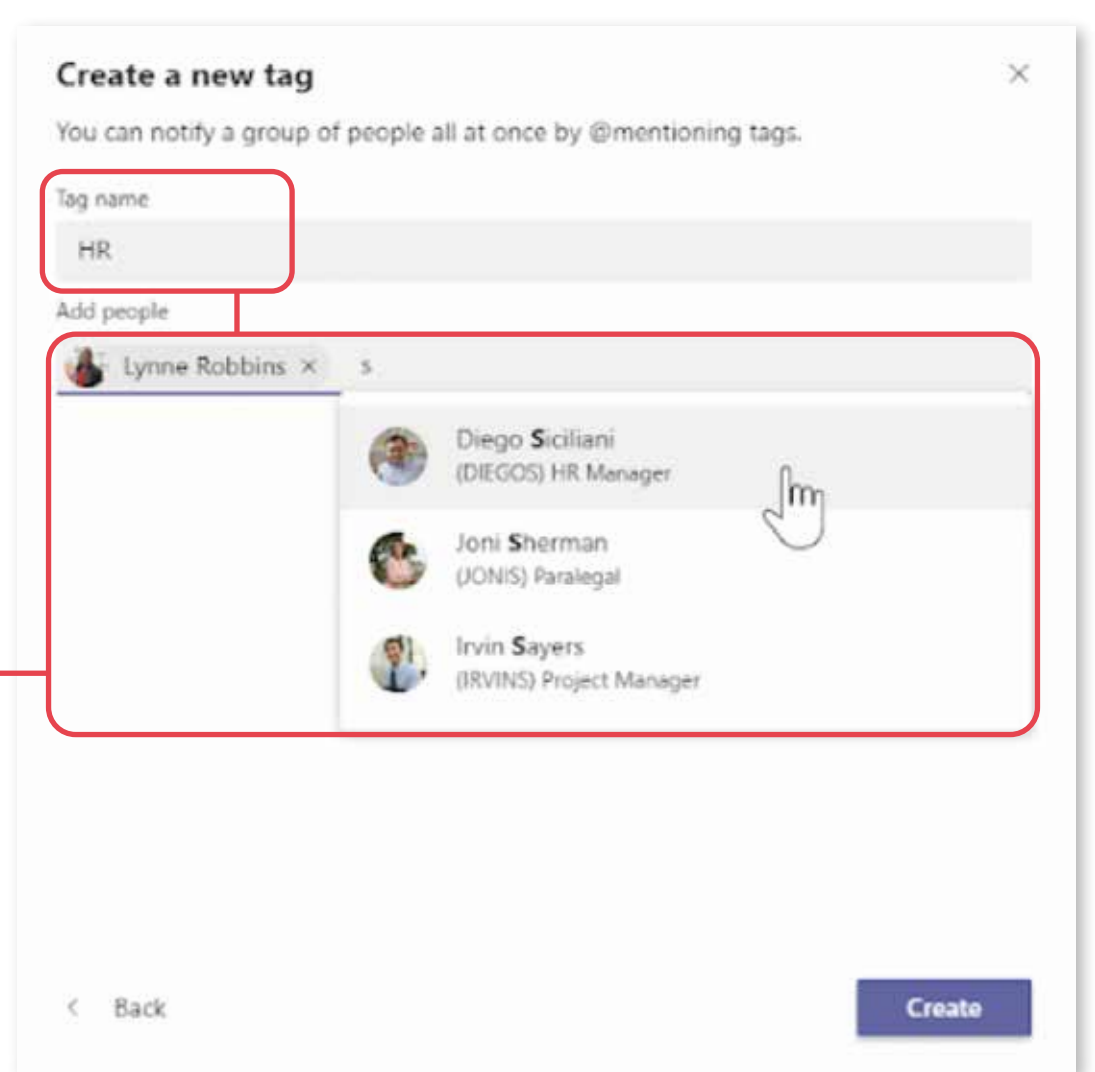
To start a chat with members of a tag, select **new conversation**, start typing the name of the tag, and then select the tag from the list. Everyone in the tag group will be added to the field “To:”.



## Create and manage tags in teams

Select **teams** on the left side of the application and find your team in the list. Select **more options** then **manage tags**.

Here you can create tags and assign them to people on your team.

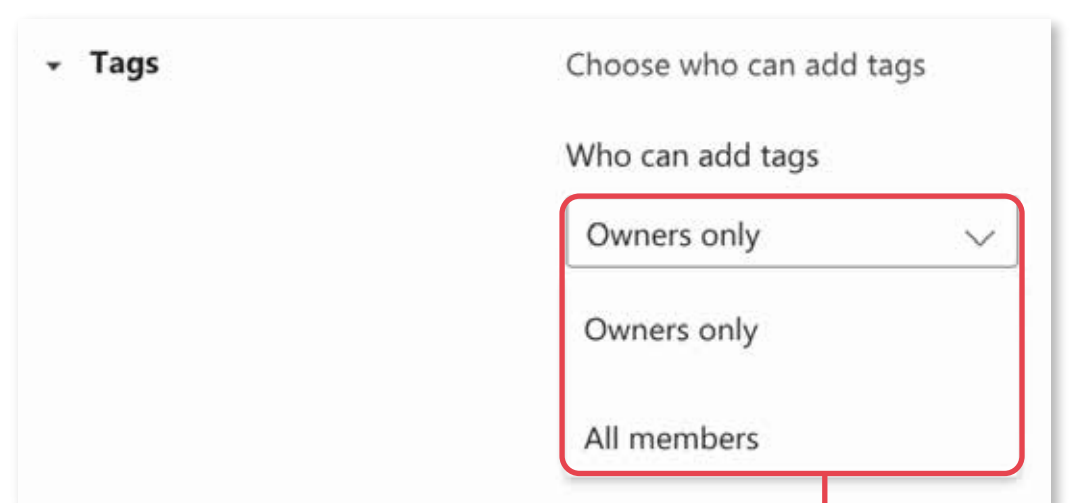


## Manage settings for team owners

Team owners can choose which team members are allowed to add metrics. Select **teams** on the left side of the application and find your team in the list.

Access **more options**, select **manage the team**, select the tab **settings** and go to the section **tags**.

Here you can control whether team members or team owners can manage the indicators.



**!** If you are unable to create or manage tags, the feature may not be enabled or you may not be the team owner. If the tags are turned on and you are not the owner of a team, you can still view the tags that have been applied to you or other team members.