

1. In order to tag a member, you'll need to use the '@' symbol in front of their username. For example, if I want to tag the user 'Bodach' I would type the @ symbol and then his name, so '@Bodach'. It'll look like this:



2. When you do this, it'll bring up a dropdown menu:



3. Select the name of the person you'd like to tag.



4. It will then appear as a username with a blue highlight. Like this:



5. Once you've finished your message, select 'Post'. Your post will appear like this:

× (99+) Reporting to : ommunity.macmillan.org.uk
Posted by <u>Bodach</u>
<u>1 Feb 2019 4:13 PM</u>
When you press send
to post your response
the member you are
responding name will
appear as Bodach and
the member will be alerted
to let them know you have
responded to them
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