


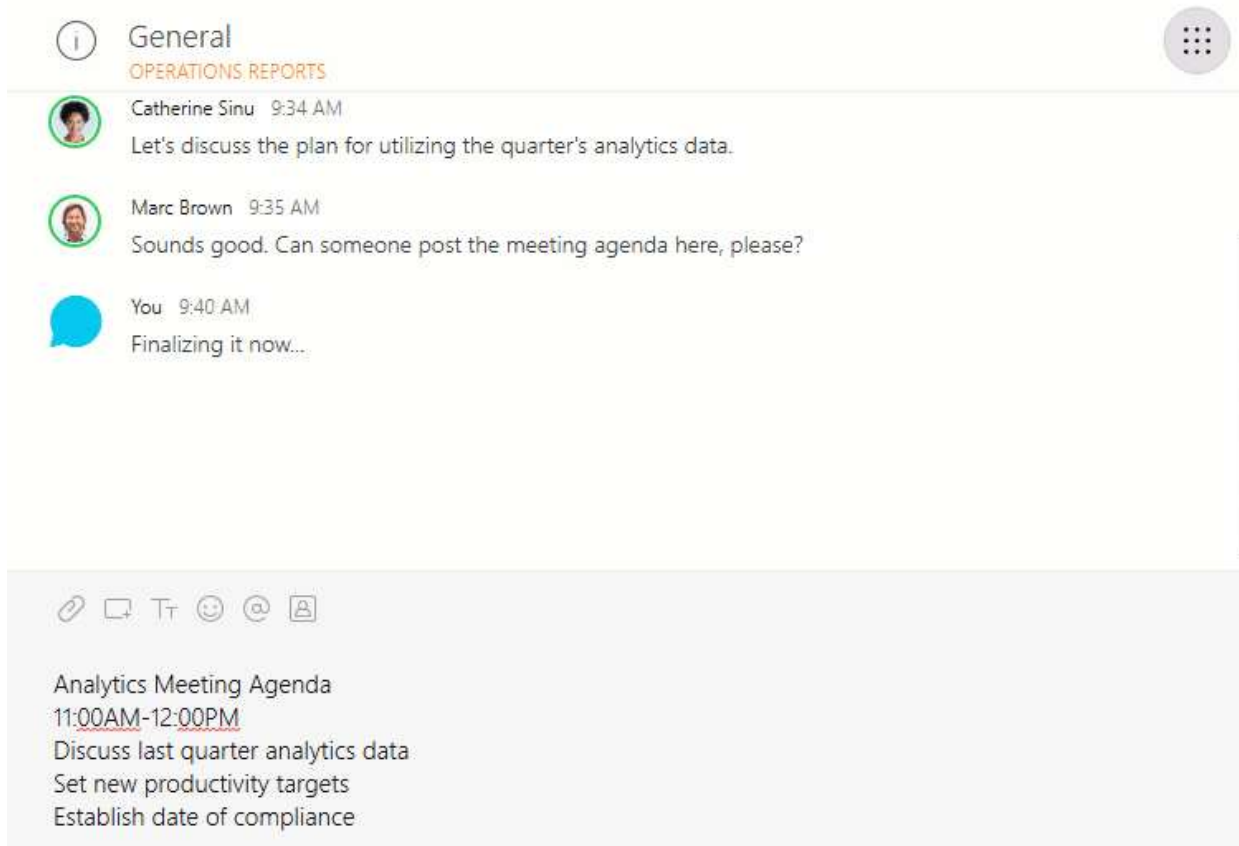
# Cisco Webex Teams

## Format Messages in Cisco Webex Teams

You can make your messages easier to read by adding rich text formatting such as headers, bold, and other styles. Alternatively, you can use Markdown if you want to manually add formatting in a wider range of styles.

### Windows

Select  and then choose the formatting that you want to use. You can add headers and lists or apply bold, italic, and underline styles.




The screenshot shows a chat window titled "General" with a sub-header "OPERATIONS REPORTS". The chat history includes three messages:

- Catherine Sinu 9:34 AM: Let's discuss the plan for utilizing the quarter's analytics data.
- Marc Brown 9:35 AM: Sounds good. Can someone post the meeting agenda here, please?
- You 9:40 AM: Finalizing it now...


The input area at the bottom shows a rich text message:

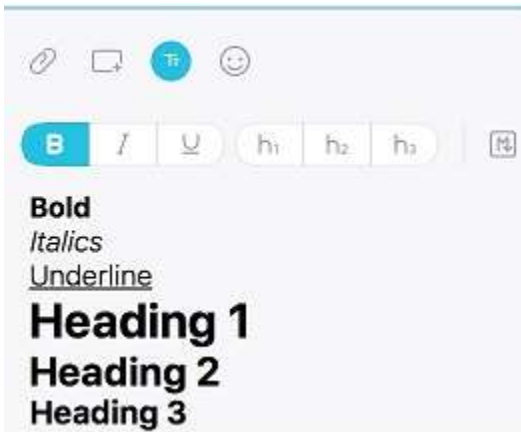
**Analytics Meeting Agenda**  
11:00AM-12:00PM  
Discuss last quarter analytics data  
Set new productivity targets  
Establish date of compliance


If you want more control over the formatting, click , and select Markdown enabled. You can't use both methods of formatting messages in the same message. If you switch to Markdown after applying any rich text formats, you'll lose those styles.

---

Mac


Select  and then choose the formatting that you want to use. You can add headers or apply bold, italic, and underline styles.



If you want more control over the formatting, click , and select Markdown enabled. You can't use both methods of formatting messages in the same message. If you switch to Markdown after applying any rich text formats, you'll lose those styles.

Web

On Webex Teams for Web, you can only format your text manually.

As you write your message, click  and use the formatting menu to style your text.