Policy

How-To-Guide

Knowledge Article

Questions in this article

Q How long can a user stay in 'past due' status?

Q What is the Life Cycle of a user subscription?

Q How do I cancel a user's subscription?

Articles

An Overview

stackoverflow
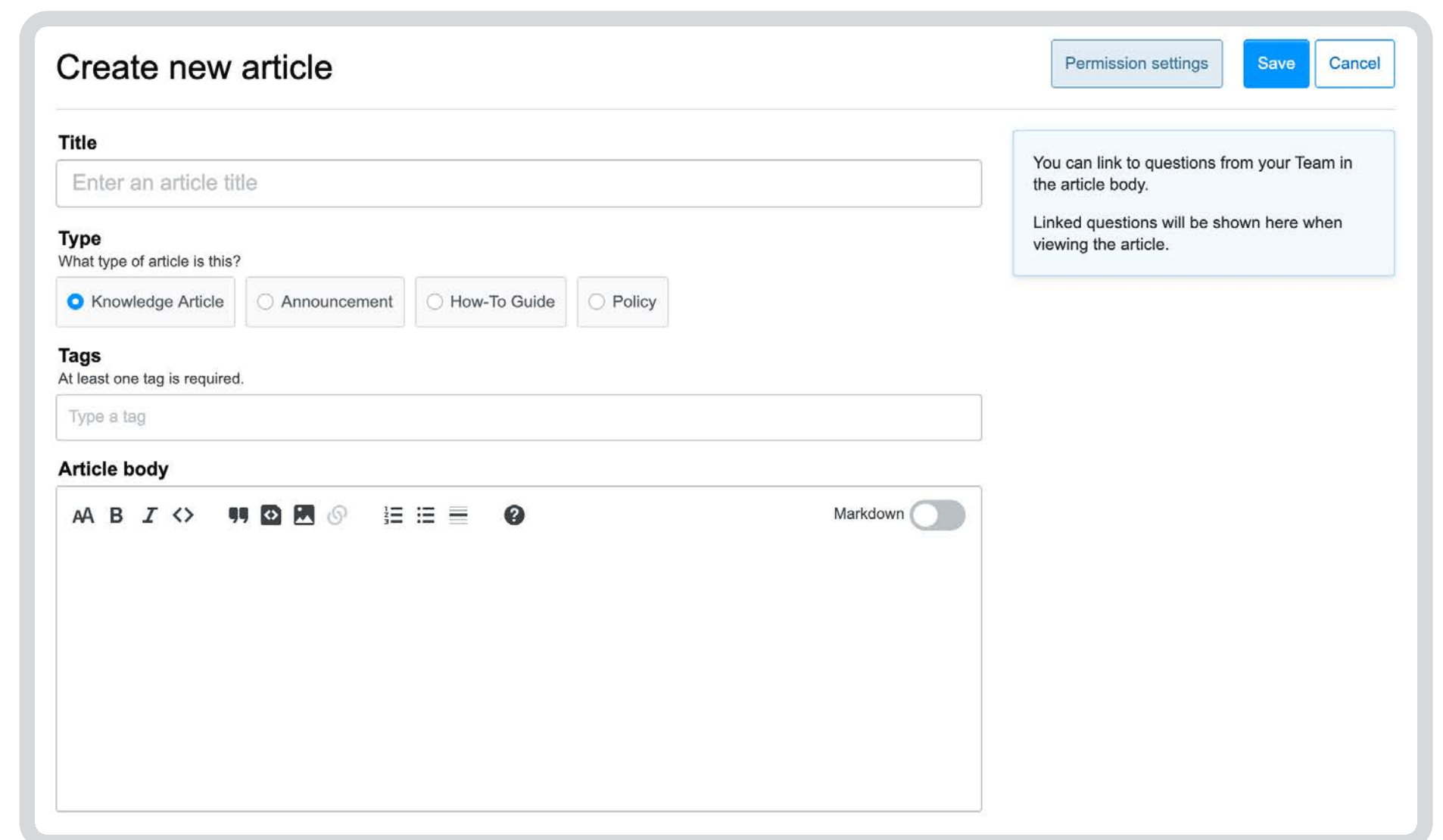**FOR TEAMS**

Introduction

Articles is a long-form content solution within Teams. In addition to questions and answers, users will now be able to create an Article to proactively share knowledge with fellow team members. Articles will show up in search results along with Q&A content.

As part of this launch, you will have access to this new feature, as well as a new text editor to make creating content more intuitive than before, in addition to providing contextual feedback to the Article owners and editors.
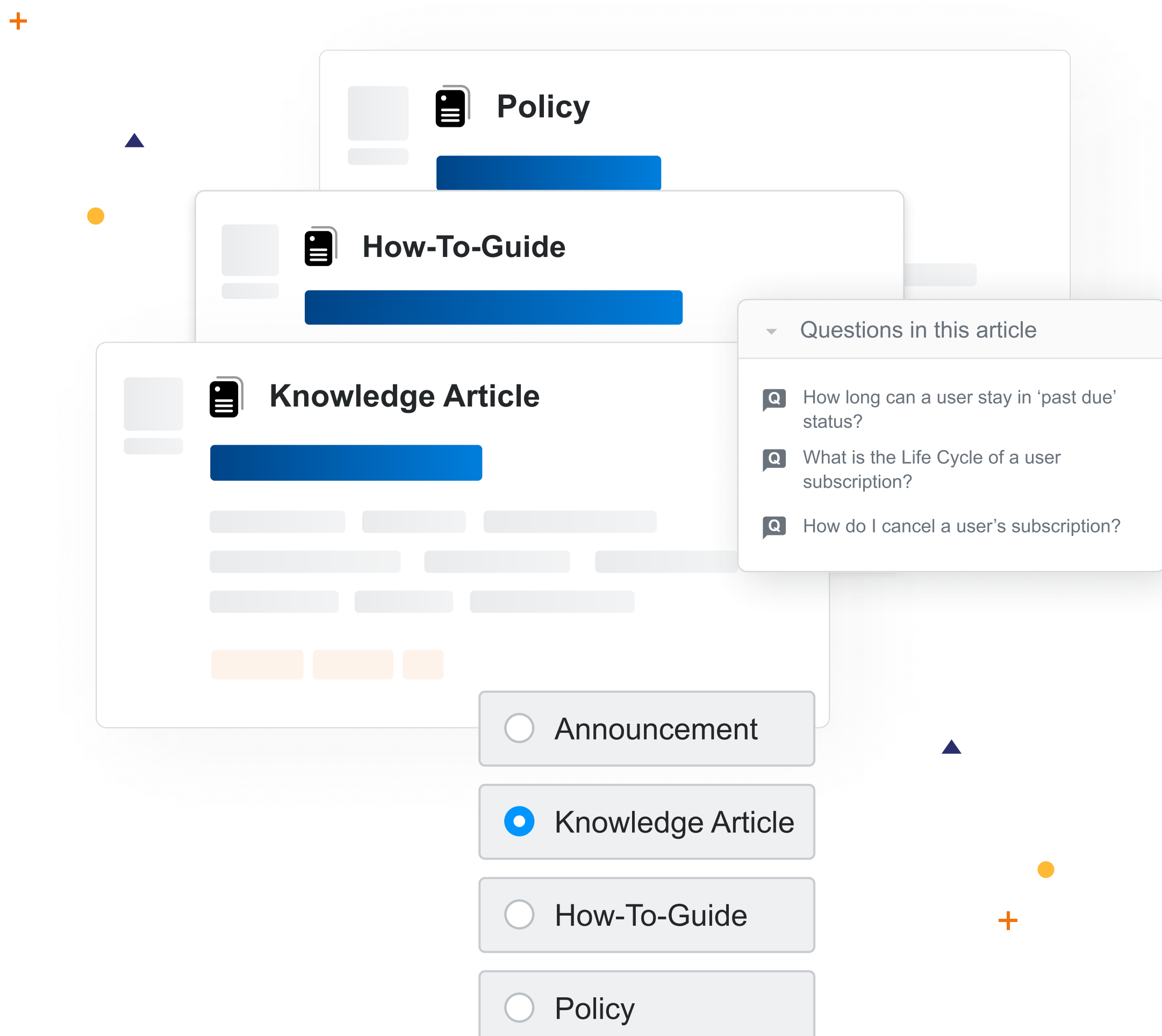
Creating Articles

To create an Article, **click on the new Articles link in the left nav**. Once you're in the Articles section, click on the Create a new article button. That takes you to the Article creation page.

To start, **give your Article an informative title**, and **pick from one of the four Article types**:

- Knowledge Article
- Announcement
- How-To Guide
- Policy

Article types give your Team members a general idea of the type of content within the Article.

Next, **pick at least one tag** to classify your Article. You can add up to 5 tags.

Once you've added your tag(s), it's time to **write the Article**. As part of this launch, we're rolling out an improved text editor that supports seamlessly switching between a robust WYSIWYG format, and using Markdown. To save time, try copy-pasting existing documents you have on other platforms, right into the editor.

Upload images, use lists, add code snippets, and much more. If you link to questions on your Team within the Article, those questions will also be listed on the sidebar to the right of your Article's content.

When you're done, **click Save**, and your Article will be published.

If you need help with Articles or have feedback to share, please email **teams@stackoverflow.com**

Give feedback on Articles

Once your Article is published, Team members can **provide feedback** to the author and editor(s) of the article, as well as **highlight its usefulness** to the rest of the Team.

To mark an Article as useful, Team members can click the green upvote button.

To provide feedback to the author of the Article, click the blue icon, and you'll be presented with options to let the author know how the Article could be improved.

Clicking the lightbulb will pop up the following modal:

Once you submit your feedback, the author will be notified, and they will be able to address feedback as needed. If the author clicks on the feedback notification, or edits the article, they'll see the feedback on the right sidebar. Article authors and editors can click the check mark to resolve feedback items.

If you need help with Articles or have feedback to share, please email **teams@stackoverflow.com**

Grant editing permission to other users

By default, the author and any admins on a Team can edit an Article, including viewing and addressing feedback. To grant editing rights to specific Team members, click on the Permission settings button when creating or editing an Article, to add editors.

Permissions & Sharing ✕

Editing permissions

Search by name

Update settings   Cancel

Organize Articles

Besides the main Articles page, your Articles can be found through Search, as well as organized as part of Collections. Adding Articles to a Collection is done in the same way you would add Q&A content.

Add questions & articles to this collection
Search for posts from your Team

🔍 Search...

Share Articles

Like Questions, Answers, and other content in your Team, Articles are made to be shared across your organization. In addition to the Share article link on every Article, you can use our Slack and Microsoft Teams integrations to find and share Articles right where your organization communicates.

If you need help with Articles or have feedback to share, please email **teams@stackoverflow.com**

stack**overflow**
FOR TEAMS

To learn more visit
stackoverflow.com/teams