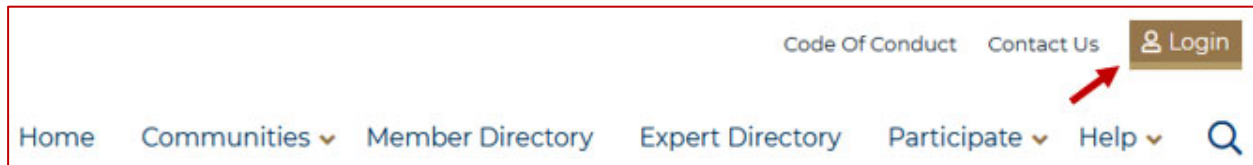
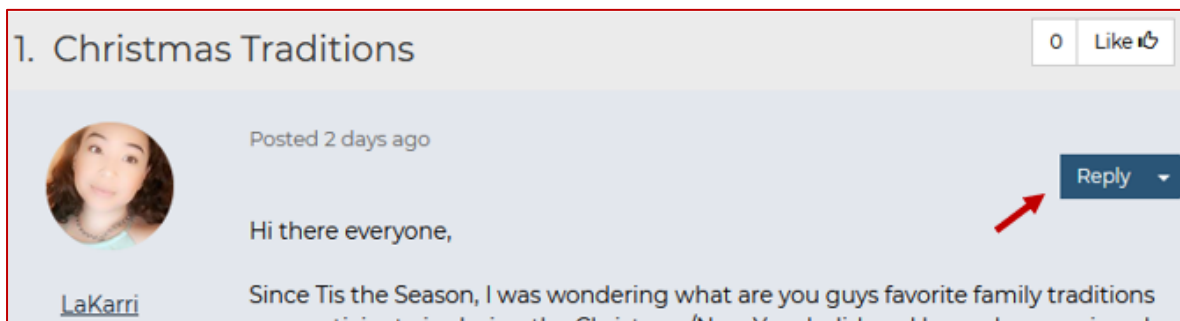


## How-To Tag Someone in a Post

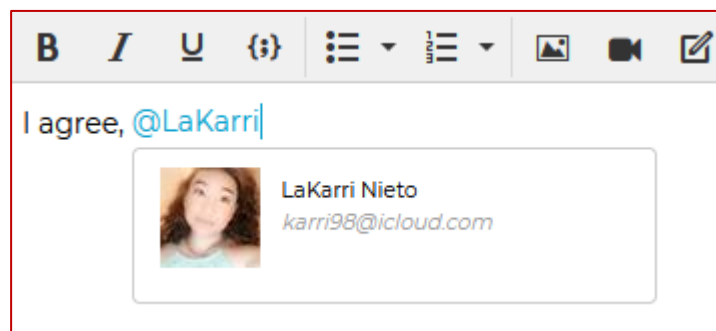
1. Visit [Link.PhiKappaPhi.org](http://Link.PhiKappaPhi.org) and log in using your Phi Kappa Phi credentials:



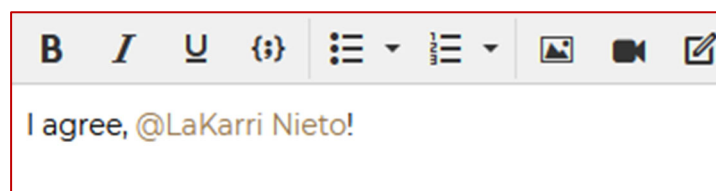
2. Navigate to the discussion you would like to post in and click reply:



3. To tag someone, type an ampersand (@) and the name of the member you would like to tag with no spaces between the ampersand and first name:



4. Click the box that pops up as you type the name, and the tag is complete:



Note that you must be a member of a community before you can post a message. If you need assistance joining a community, please refer to the How-To Join a Community guide at [Link.PhiKappaPhi.org/Help/How-To-Guides](http://Link.PhiKappaPhi.org/Help/How-To-Guides).