KNOWLEDGE BASE ARTICLE

# Using @Mentions in Discussions

2026 © Vitextra SIA. All rights reserved.

# Disclaimer

For the purposes of this Disclaimer:

- **Company** (referred to as either "the Company", "We", "Us" or "Our" in this Disclaimer) refers to Vitextra SIA, LV-1009 Riga, Matise iela 61 - 25.
- **Document** refers to the Knowledgebase Article.
- **You** means the individual accessing the Document, or the company, or other legal entity on behalf of which such individual is accessing or using the Document, as applicable.
- **Website** refers to Vitextra, accessible from https://vitextra.com

## Disclaimer

The information contained in the Document is for general information purposes only.

The Company assumes no responsibility for errors or omissions in the contents of the Document.

In no event shall the Company be liable for any special, direct, indirect, consequential, or incidental damages or any damages whatsoever, whether in an action of contract, negligence, or other torts, arising out of or in connection with the use of the contents of the Document. The Company reserves the right to make additions, deletions, or modifications to the contents in the Document at any time without prior notice.

## Errors and Omissions Disclaimer

The information given by the Document is for general guidance on matters of interest only. Therefore, errors can occur even if the Company takes every precaution to ensure that the Document's content is current and accurate. Plus, given the changing nature of laws, rules, and regulations, there may be delays, omissions, or inaccuracies in the information contained in the Document.

The Company is not responsible for any errors or omissions, or for the results obtained from the use of this information.

## Fair Use Disclaimer

The Company may use copyrighted material that the copyright owner has not explicitly authorized. The Company is making such material available for criticism, comment, news reporting, teaching, scholarship, or research.

The Company believes this constitutes a "fair use" of any such copyrighted material as provided for in section 107 of the United States Copyright law.

If You wish to use copyrighted material from the Document for your own purposes that go beyond fair use, You must obtain permission from the copyright owner.

## "Use at Your Own Risk" Disclaimer

All information in the Document is provided "as is", with no guarantee of completeness, accuracy, timeliness or of the results obtained from the use of this information, and without warranty of any kind, express or implied, including, but not limited to warranties of performance, merchantability and fitness for a particular purpose.

The Company will not be liable to You or anyone else for any decision made or action taken in reliance on the information given by the Service or for any consequential, special or similar damages, even if advised of the possibility of such damages.

## Contact Us

If you have any questions about this Disclaimer, You can contact Us by email: support@vitextra.com.

# Table of contents


**Overview** 4

**Mentioning someone** 4

**How a mention looks** 5

**Who can be mentioned** 5

**From a mention to an email** 6

**Terms** 7

# Overview

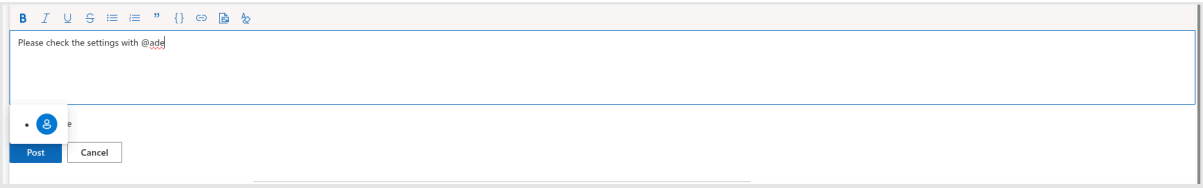
An @mention brings a specific person into a thread: the expert who knows the answer, the colleague who asked the same question last month, the owner of the system you are describing. In Discussions you mention someone by typing @ and a few letters of their name in any post - a new topic, a reply or an edit - and picking them from the suggestions. The mention is shown as a highlighted name in the text and is recorded in the **Mentions** column of the item, from where the notification flow of your **site** can pick it up and email the person.

Mentions are one of the features the classic **SharePoint** Discussion Board never had; together with subscriptions (see KB10404. Following Boards and Topics: Subscriptions and Digest Frequency) they are what makes a forum move.

# Mentioning someone

1 In the editor, type @ at the start of a line or after a space, followed by the first letters of the person's name - for example @ann.
2 After a short pause the suggestion **list** appears below the editor with up to eight matching people, each with their name and email address.
3 Pick a person:
4 The typed @ann is replaced by the full display name - @Ann Lee - followed by a space, and you continue writing.

Press **Esc** to close the list without inserting anything; typing a space also ends the search, because a mention query cannot contain spaces. You can mention as many people as you like in one post.



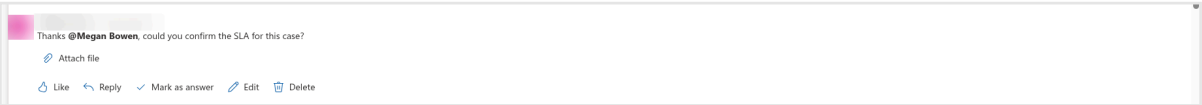

*Picking a person from the @mention suggestions*

**Note**

The search starts after at least one character following @ and looks the text up in the people picker of SharePoint - the same service that resolves names in a **Person** column. It returns individual users only; groups, distribution lists and plain email addresses are not offered. Searching for a part of the surname or the email alias works as it does in the people picker.

## How a mention looks

In the published post the mention is a bold link that reads `@Display Name`. Clicking it opens a new email to the person in your mail client when their address is known. The mention keeps this appearance after the post has been edited - it is part of the text of the post.




*A mention in a published reply*

Technically the editor writes the mention as a link with a `data-mention-id` attribute that holds the **site user id** of the person. When you post or save, the **web part** collects these ids and writes them to the **Mentions** person column of the topic or reply. The flow that sends the notification therefore does not need to parse the HTML. If the person had never visited the site before, mentioning them adds them to the site's **user information list** - this is standard SharePoint behaviour and does not grant any permissions.

Editing a reply re-reads the mentions from the new text: a name you delete disappears from the **Mentions** column, a name you add appears in it. Typing `@Somebody` by hand, without picking an entry from the list, produces plain text and no mention.

## Who can be mentioned

The suggestion list offers the users that the people picker of your **tenant** finds - in practice, the people in your organization's directory, including guests who were invited to the tenant. The list is not limited to people who already have access to the site.

**Warning**

A mention does not share anything. If you mention a person who cannot open the site, they may receive a notification but will not be able to read the post. Before you bring in someone from outside the team, make sure a site owner has given them access to the site - see KB10408. Permissions in Discussions: Who Can Read, Post and Moderate.

Anyone who can write on the board - users with the **Add items** permission - can

mention; readers have no editor and therefore no mentions. A mention inside a post that is waiting for approval is stored like any other, so the flow can decide whether to notify before or only after the post is approved.

## From a mention to an email

The web part itself does not send email. It records who follows what and who was mentioned where, and a **Power Automate** flow deployed by the site owner does the sending. For mentions the contract is simple:

- the event source is a created or modified item in `Discussions Topics` or `Discussions Posts` whose **Mentions** column contains people;
- every mentioned person receives the email, **regardless** of whether they follow the board or the topic and regardless of their digest frequency;
- the email links to the topic through the `?topic=<Id>` parameter of the page that hosts the web part;
- a user cannot switch mention notifications off - removing subscriptions stops digests, not mentions.

The flow template is not yet shipped with the preview; until a flow is configured on the site, mentions are recorded but no email is sent. The complete contract, including events, recipients and frequencies, is in KB10414. How Notifications Work in Discussions: Subscriptions, Mentions and Power Automate.

**Tip**

Mention sparingly and precisely: one person who can actually answer is worth more than five who are copied for information. If a whole team should see a board, ask them to **Follow** it instead - each member then chooses their own frequency. No **Microsoft Graph** permissions are involved in any of this; the people search and the **Mentions** column are plain SharePoint, see KB10413. API Permissions and Admin Consent for Discussions.

# Terms

**List**
A list is a storage unit in SharePoint. A list can contain columns of different types, content types, and views. A document library is a special type of list and therefore inherits the functionality of a list.

**Microsoft Graph**
Microsoft Graph is a REST API secured with Microsoft Entra ID (formerly Azure Active Directory) and OAuth 2.0. It provides a single endpoint for accessing data and services in Microsoft 365, such as SharePoint, Outlook, OneDrive, Teams, and others.

**SharePoint**
SharePoint is a web-based collaboration platform that provides content management, document management, workflow applications, search, and other tools that empower employees and teams to work together. SharePoint is also a secure place to store, organize, and access shared information.

**Site**
A SharePoint site is a container for information within the SharePoint platform. Sites typically offer features such as document libraries, lists, calendars, discussion boards, and workflows, facilitating collaboration, communication, and document management within teams or across departments. Sites can be customized and configured to suit the specific needs and workflows of an organization.

**Tenant**
A Microsoft 365 tenant is a dedicated instance of Microsoft 365 services. The tenant holds the organization's information, such as users and domains (Microsoft Entra ID), configurations, subscriptions, and services. An organization receives a tenant by signing up for Microsoft 365 services.

**User Information List**
The User Information List in SharePoint is a hidden list that stores details about users who have accessed a SharePoint site. This list includes metadata such as the user's display name, email address, login name, and other profile information from Active Directory or Microsoft Entra ID. It is automatically updated when users interact with the site or when their profiles are synchronized. This list is essential for managing permissions, alerts, and workflows that require user information.

# Terms

**Web Part**
A web part is a primary building block of functionality or content placed on a SharePoint page. Some web parts support customization, such as configuring the web part or changing its appearance.