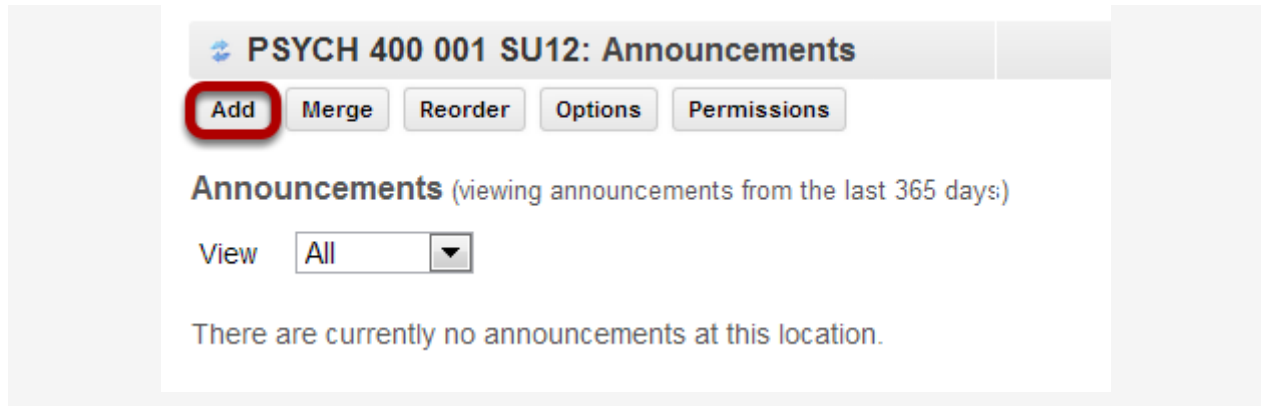# How do I add an announcement?

Go to the Announcements tool.

Select the **Announcements** tool from the Tool Menu of your site.

Click Add.

Title your announcement and add content.

Give your announcement a title, and then enter the content of the announcement into the rich text editor. You may use the formatting options in the editor to modify the font size or color, add images or links, or embed other content.

Determine who can view the announcement.

Access

- ◉ Only **members of this site** can see this announcement
- ○ This announcement is **publicly viewable**
- ○ Displays this announcement **to selected groups** only.

By default, all people enrolled in this site see the announcement.

Making the announcement "publicly viewable" means that you can send a link to the announcement to people outside the course, even outside your instance of Sakai, and the announcement will be viewable by them.

Give announcement to group(s). (Optional)

Access

- ○ Only **members of this site** can see this announcement
- ○ This announcement is **publicly viewable**
- ◉ Displays this announcement **to selected groups** only.

	Title	Description
☑	Group 1	
☑	Group 2	
☐	Group 3	

If you have created groups in your course, the option to display to groups is shown. Select the group(s) you want to see the announcement. Only these people will see this announcement.

Select when the announcement will be displayed.

Availability

- ◉ Show - (**Post** and display this announcement immediately)
- ○ Hide - (**Draft mode** - Do not display this announcement at this time)
- ○ Specify Dates - (**Choose when** this announcement will be displayed)

By default, the announcement is displayed immediately upon posting. You can also choose to hide it (saving as a draft until you are ready to post it), or you may specify dates when the announcement will be available.

Select availability dates. (Optional)

If you want the announcement to display during a specific time frame, choose **Specify Dates**. Select the box beside **Beginning** and/or **Ending** and click the calendar icon to insert the properly formatted date and time when the announcement will begin and/or end.

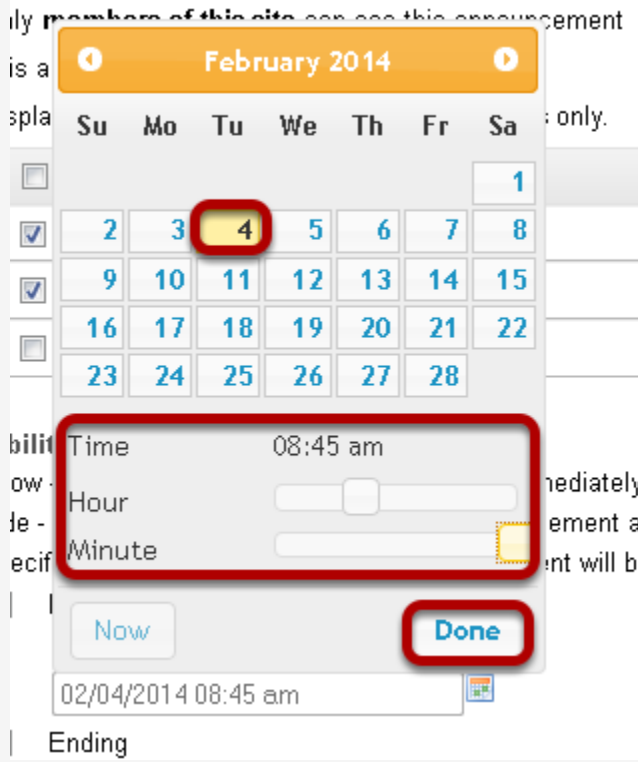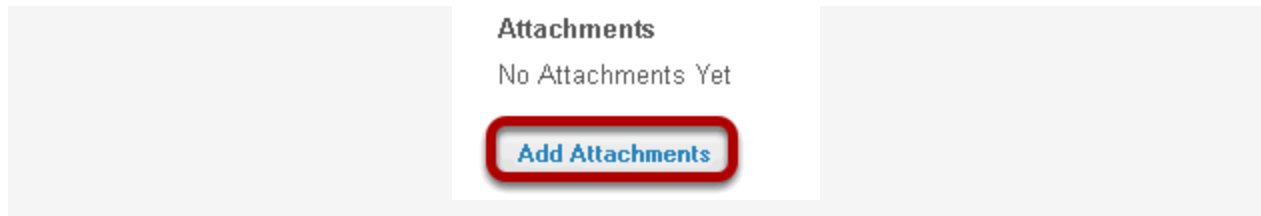## Use calendar icon to insert date and time.

Click the date on the calendar, and use the sliders to select the time. Then click **Done**.

Add attachments. (Optional)

Click the **Add Attachments** button

Browse for the file.
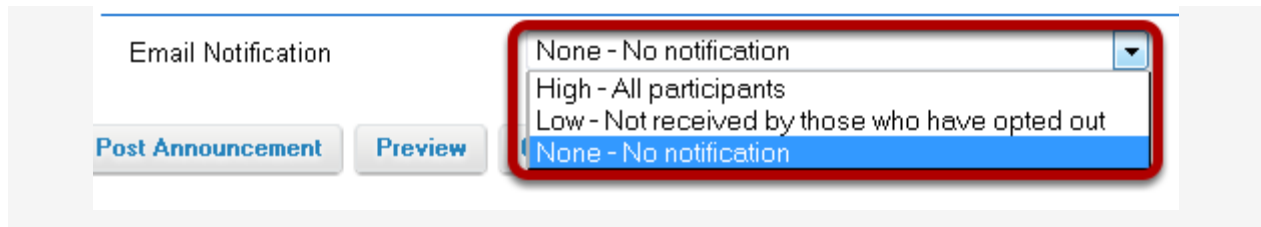
If the file is not already in your Resources in the course, click **Browse** to locate the file on your computer. Click **Continue** to attach the file.

If the file is in your Resources, click **Attach a copy** to the right of the file.
Click **Continue** to attach the file.

Notify participants of announcement by email. (Optional)

By default, no email notification is sent. You may also select:

- **High - All participants** to send an email to everyone in the course.
- **Low - Not received by those who have opted out** to send to everyone *except* people who have intentionally changed their settings so that they don't receive low priority messages.

Click Post Announcement.