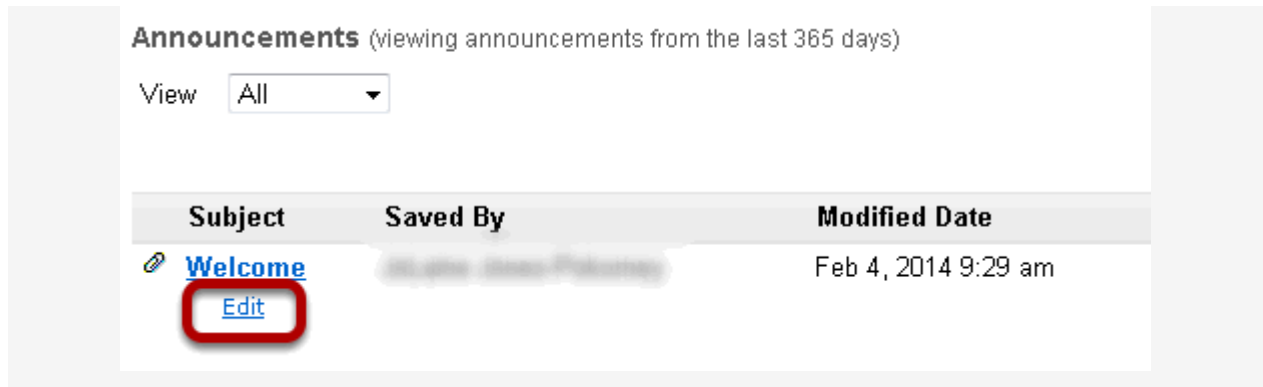


# How do I edit an announcement?

## Go to Announcements.



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

## Click Edit below the title of the announcement.



**Announcements** (viewing announcements from the last 365 days)

View

Subject	Saved By	Modified Date
 <a href="#">Welcome</a> <a href="#">Edit</a>	 <a href="#">User Name</a>	Feb 4, 2014 9:29 am

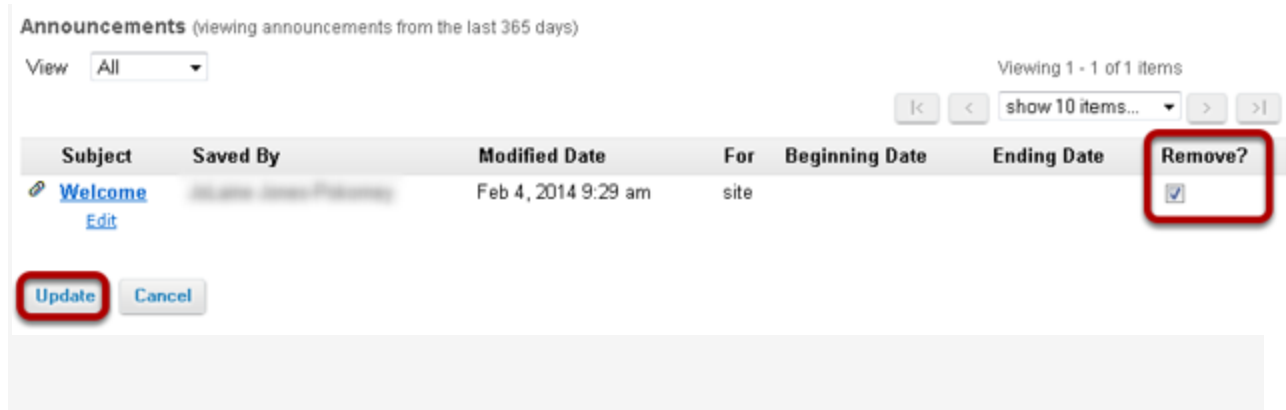
## Make your edits.

# How do I delete an announcement?

## Go to Announcements.

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

## Select the announcement.



**Announcements** (viewing announcements from the last 365 days)

View: All

Viewing 1 - 1 of 1 items

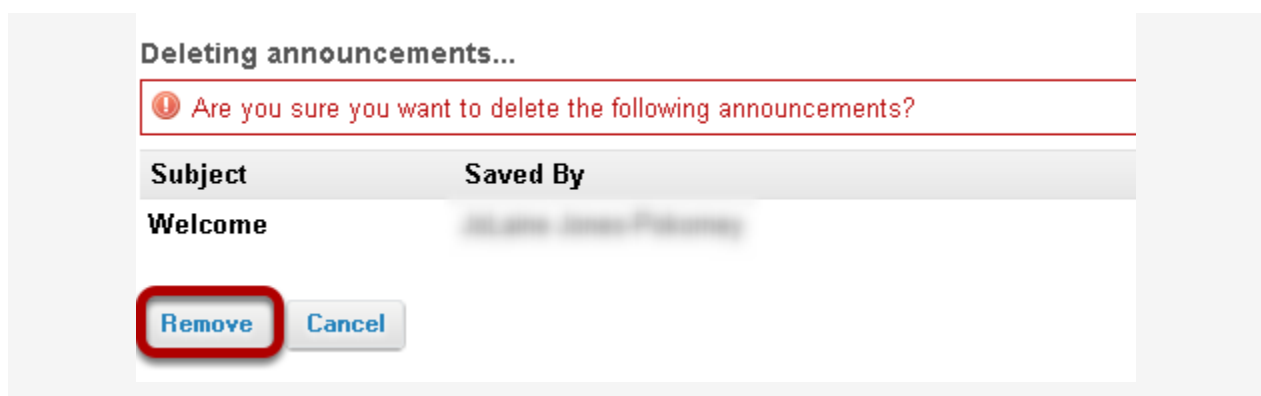
show 10 items...

Subject	Saved By	Modified Date	For	Beginning Date	Ending Date	Remove?
<a href="#">Welcome</a> <a href="#">Edit</a>		Feb 4, 2014 9:29 am	site			<input checked="" type="checkbox"/>

[Update](#) [Cancel](#)

Select the check box in the "Remove?" column for the announcement you would like to delete, and then click **Update**.

Confirm deletion message.



**Deleting announcements...**

⚠ Are you sure you want to delete the following announcements?

Subject	Saved By
Welcome	

[Remove](#) [Cancel](#)

Click **Remove**.