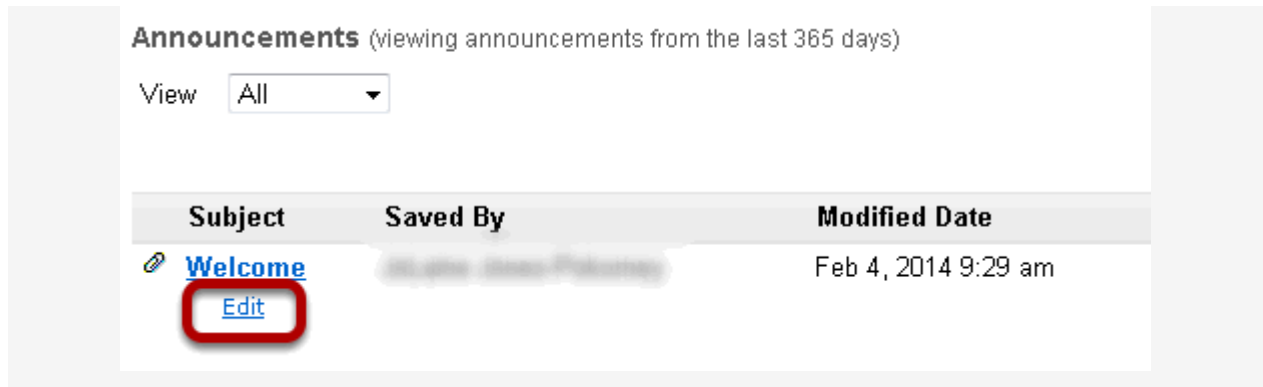# How do I edit an announcement?

Go to Announcements.

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

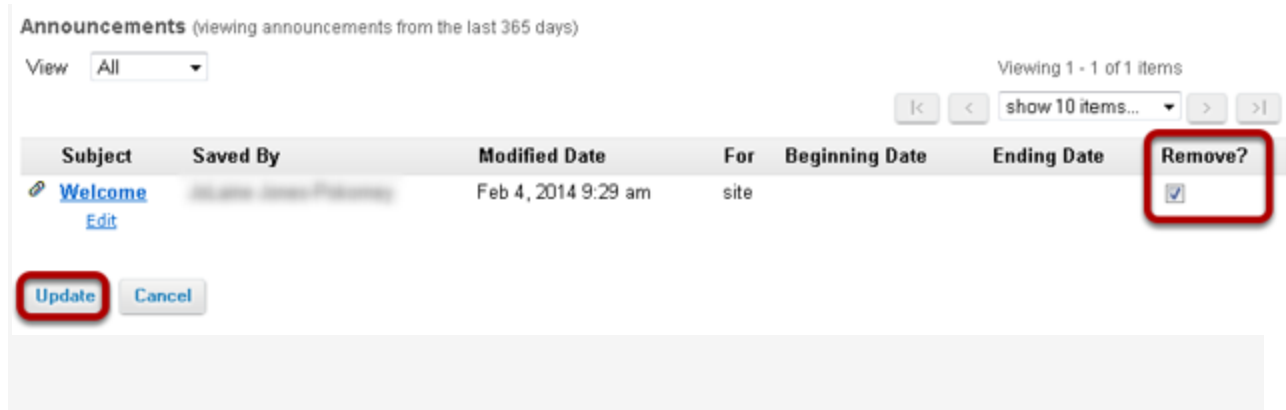## Click Edit below the title of the announcement.

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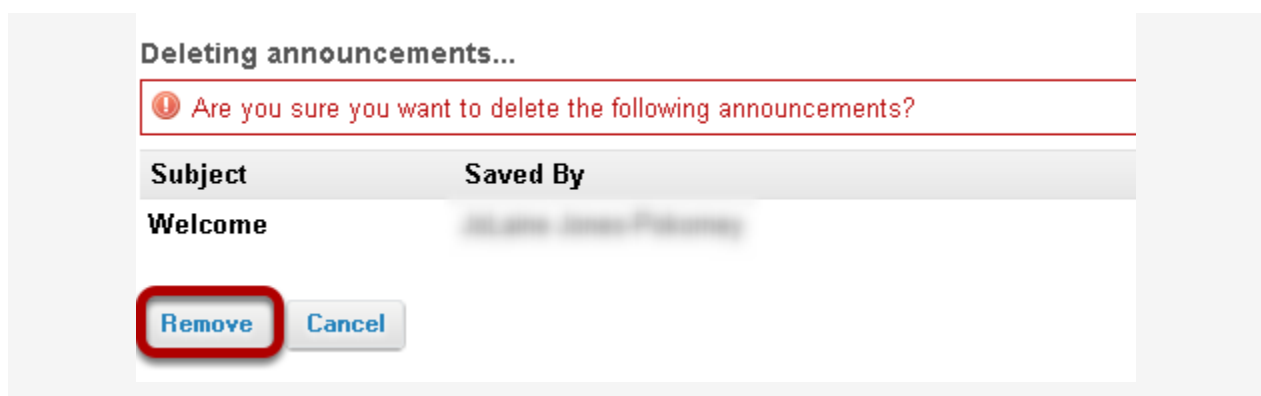
Select the check box in the "Remove?" column for the announcement you would like to delete, and then click **Update**.

Confirm deletion message.

Click **Remove**.