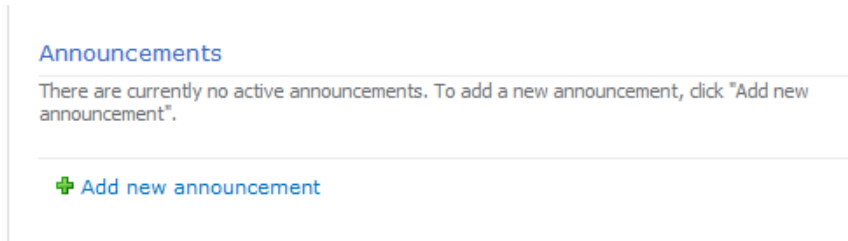
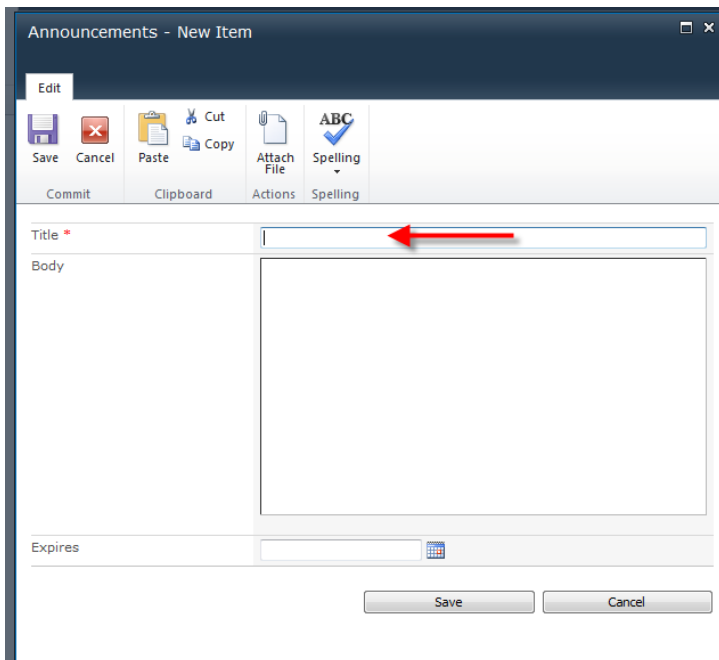


Creating an Announcement

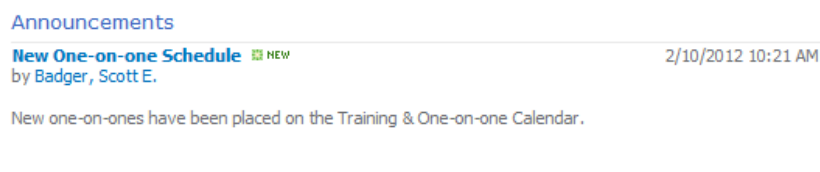
By Scott Badger



1. Once you login to SharePoint, you will see the Announcement section.
2. Click "Add new announcement".



3. You are required to title the announcement. It is your choice as to whether or not you want to attach a file or add a description.
4. Within the Expires section, you have the ability to setup a date on when you want the announcement to be automatically removed from the SharePoint site.
5. Click Save.



6. The new announcement will now be showing in the Announcement web part.