

Microsoft SharePoint

Owner: Announcements



Introduction

The announcements area is the area that you will use to let the users in your SharePoint site know what is going on. The announcements area is visible from the Home page and will most likely be the first area your users view when entering the site.

Create Announcements

You can create Announcements from your Home page or from the View All Site Content Menu.

1. From the Home page click on **Add new announcement**.
2. In the **Title** box (Fig 1, 1) enter a title for your announcement.
3. In the **Body** area (Fig 1, 2) type in your message.
4. If you would like your announcement to only be available for a time period click on the calendar button next to the **Expires** field (Fig 1, 3) and select a date.
5. To attach a file click **Attach File** (Fig 1, 5).
6. Click **Ok** (Fig 1, 4).

Process Summary

Create Announcements

1. Create
2. Attach a file
3. Editor

Editing

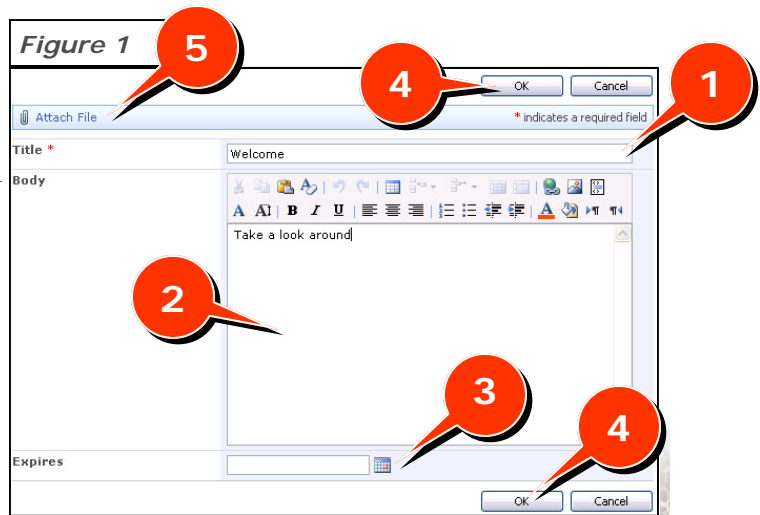
1. Edit
2. Delete
3. Permission and Alerts

Edit an Announcement

After posting an announcement you can edit the information.

1. Click on the **Announcement**.
2. Click on **Edit Item**.
3. Edit your announcement.
4. To remove an attachment click on the **Delete** button next to the attachment.

Note: The item will be removed and not sent to the Recycle Bin.



Delete an Announcement

You can delete an announcement after it is posted.

1. Click on the **Announcement**.
2. Click on **Delete Item**.
3. Click **Ok** in the pop up.
4. The announcement will now be sent to the **Recycle Bin**.

You can **Restore** the announcement from the Recycle Bin. See the Recycle Bin handout for further instructions.