

# Manage Messages

## On this page:

[General Information](#) [Instructions](#) [Effects](#) [What's Next?](#)

Search


You can create and post messages related to your programs on the homepage. You can indicate message priority and duration for these messages.





### Message categories...

- **Urgent** - Critical. Requires immediate attention.
- **Important** - Significant information. Should be read, but not critical.
- **Informational** - General communication related to your program.

## Step-by-Step



(Click  to view image)

1. From **Setup**, select **Notifications**. 
2. Click **Create**. 
3. Type/select the details. 
4. Click **Save**. 



### Effects

Message displays immediately, or by designated start/end dates...

If you do not specify a start and end date, the message immediately displays and remains until someone deletes it. However, you can specify these dates.

### What's Next? (Optional)

You can delete an existing message before the specified end date...

1. From **Setup**, select **Notifications**.
2. View the list of posted messages.
3. To delete a message, click **Edit**. 
4. Click **Delete**. 

[Back to the top](#)