

# Manage Messages

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

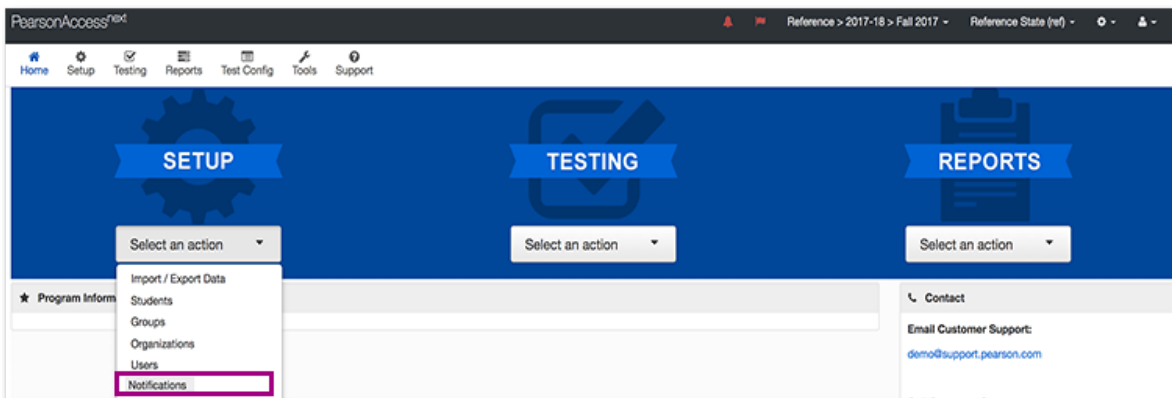
▼ [Message categories...](#)

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

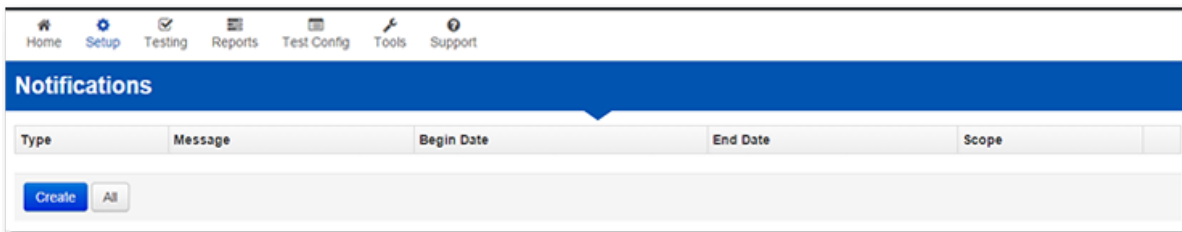
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## Step-by-Step

1. From **Setup**, select **Notifications**.



2. Click **Create**.



3. Type/select the details.

# Notifications

## Message

Type message here.

Notification without dates will be active immediately and indefinitely.

## Begin Date

08/15/2018



## End Date

12/21/2018



## Type

informational



## Scope

Reference



Save

Back

---

4. Click **Save**.


## Notifications

**Message**


Type message here.

Notification without dates will be active immediately and indefinitely.


**Begin Date**

08/15/2018 


**End Date**

12/21/2018 

**Type**

informational 

**Scope**

Reference 

**Save** **Back**

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## 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.

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## What's Next? (Optional)

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

- From **Setup**, select **Notifications**.
- View the list of posted messages.
- To delete a message, click **Edit**.

Notifications					
Type	Message	Begin Date	End Date	Scope	
Important	Test	09/25/2015	09/29/2015	Demo	<a href="#">Edit</a>


4. Click **Delete**.

## Notifications


**Message**

Notification without dates will be active immediately and indefinitely.

**Begin Date**

**End Date**

**Type**

 ▼

**Scope**

 ▼

[Save](#) [Delete](#) [Back](#)