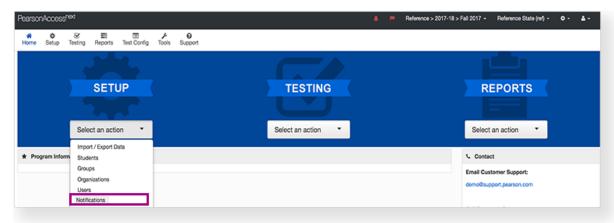
Manage Messages

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

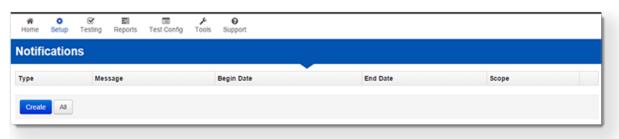
- **Urgent** Critical. Requires immediate attention.
- Important Significant information. Should be read, but not critical.
- Informational General communication related to your program.

Step-by-Step

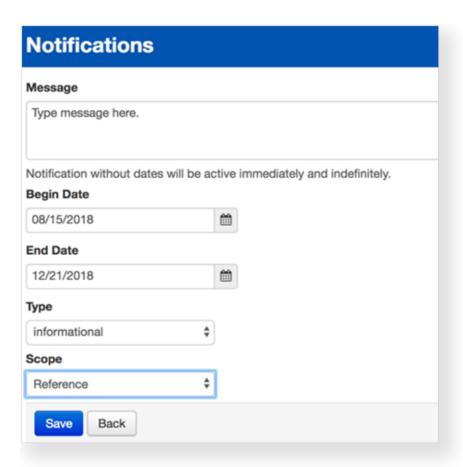
1. From Setup, select Notifications.



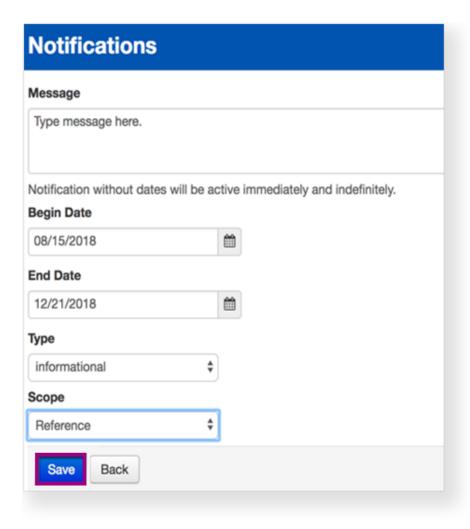
2. Click Create.



3. Type/select the details.



4. Click Save.



Effects

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

What's Next? (Optional)

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



4. Click Delete.

