



# Create Announcement

## Step 4: Complete Area 2.

### 2. Options

Duration

Permanent

Select to make Announcement Permanent

Date Restricted

Select Date Restrictions

Display After 03/22/2010 11:22 AM

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Select to make Date Restrictions

Display Until 03/23/2010 11:22 AM

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Override User

Notification Settings

Send Email to all users even those that choose not to receive Announcement notifications through email.

## Step 4: Complete Area 3.

### 3. Course Link

Click **Browse** to choose an item.

Location

Add Course Link if necessary.

## Step 5: Complete Area 4.

Click **Submit**.

### 4. Submit

Click **Submit** to finish. Click **Cancel** to quit.