




## WHERE IS IT?

You can see announcements sent to you at the top of the Overview page.

To manage & create, go to the main menu

 **Administer** > Announcements

## Create a new announcement

Announcements are sent by email and appear in the overview page of MySchool recipient users.

1. Click 'New Announcement'.
2. Write a subject line.
3. Choose recipients in 'Audience' via the [people picker](#).
4. Choose to send by email only or for the message to also appear in the MySchool portal.
5. Choose an expiry date for the message to disappear from the portal. (it will be archived).
6. Write your message & attach files if required.
7. Press 'Send & Save' to send your email immediately or 'Save as Draft' to edit and send later.

## GOOD TO KNOW

1. Once an announcement is sent by email it cannot be retrieved or stopped. Check the accuracy of your message carefully if you are sending to multiple users.
2. There are 3 status tabs for announcements. *Active, Expired, or Draft.*
3. Expiry date is not mandatory if saved to draft.
4. There is a maximum file size of 128Mb.
5. Administrators can see all announcements. Teachers, Students, and Guardians will only see announcements if they were selected in the Audience.

### Links to related knowledge base guides

[Announcements](#) [People Picker](#)

If this guide is printed, you can find these articles by searching for the above titles at [support.msm.io](http://support.msm.io)

