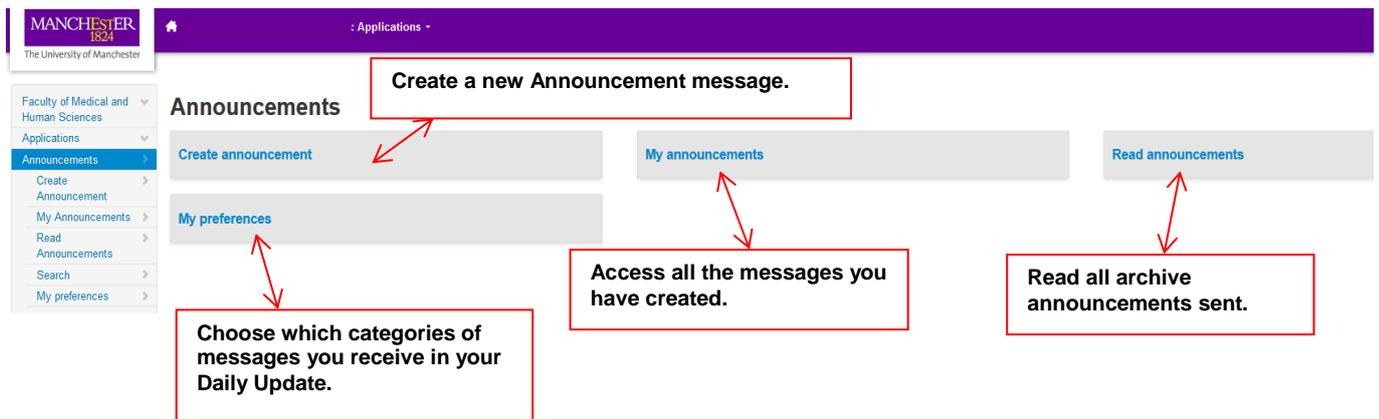# FBMH Announcements 'how to' guide
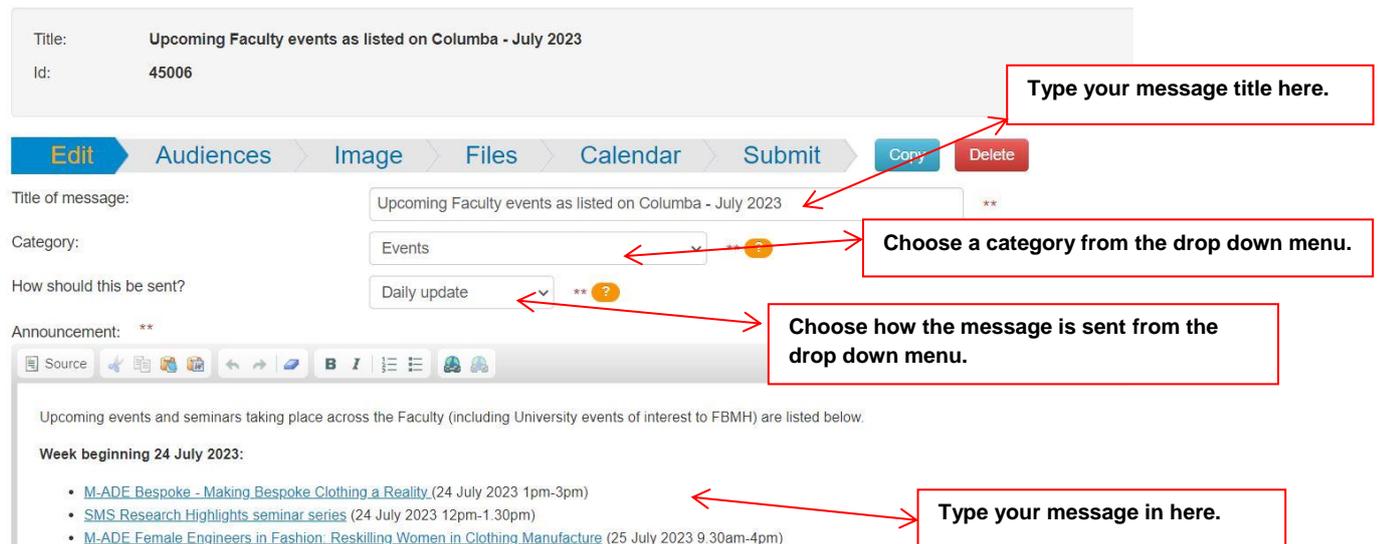
You can access the Announcements system from the [FBMH Intranet homepage](#) or from the Communications team [intranet](#) page.

You will be prompted to log in with your UoM username and password.

1. When you log in you will see the Announcements Dashboard:

2. Create a new message by clicking the "**Create Announcement**" button on the dashboard

- There is also a formatting bar that allows you to format your message and insert hyperlinks:

3. When you have completed your message click on "**Create**". Some additional options will appear underneath your message:

> **If you are sending a message on behalf of someone else, you can enter their name.**
>
> **You can also add any specific message you may have for moderators**

Instructions for moderators: | Explanation to moderators why a message needs to be sent singly or to many audiences

Submitted on behalf of: | If someone else has asked you to submit this message, please enter their name

4. Once you filled in any relevant boxes, click "**Update**" to move to the Audiences tab. Click on "**Save Audiences**" at the bottom of this screen.

> **These tabs take you to the different stages in creating a message.**

Edit | Audiences | Image | Files | Calendar | Submit | Copy

Please select at least one audience that this announcement will be sent to

- Test Audiences (-)
  - ☐ BMH Testers (4👤)
- Faculty of Biology, Medicine and Health (-)
  - Faculty Office - FBMH (-)
    - ☑ Substantive staff (583👤)
    - ☑ Honorary staff (54👤)
    - ☐ Academic staff (4👤)
    - ☐ Research staff (289👤)
    - ☐ PS staff (606👤)
    - ☐ All technicians in FBMH (481👤)
    - ☑ FBMH Teaching, Learning Students (87👤)
  - ☐ FBMH Internal Comms (1👤)
  - School of Biological Sciences (-)
    - ☑ Substantive staff (760👤)
    - ☐ Academic staff (305👤)
    - ☐ Research staff (369👤)
    - ☐ PS staff (230👤)
    - ☑ Honorary staff (479👤)
    - ☑ Postgraduate - Research (488👤)
    - School of Biological Sciences Administration (+)
      - ☑ Substantive staff (75👤)
    - Division of Cell Matrix Biology & Regenerative Medicine (+)
      - ☑ Substantive staff (113👤)
      - ☑ Postgraduate - Research (70👤)
    - Division of Evolution, Infection and Genomics (+)
      - ☑ Substantive staff (108👤)
      - ☑ Postgraduate - Research (106👤)
    - Division of Immunology, Immunity to Infection and Respiratory Medicine (+)
      - ☑ Substantive staff (120👤)
      - ☑ Postgraduate - Research (145👤)
    - Division of Molecular & Cellular Function (+)
      - ☑ Substantive staff (87👤)
      - ☑ Postgraduate - Research (50👤)
    - Division of Musculoskeletal & Dermatological Sciences (+)
      - ☑ Substantive staff (164👤)
      - ☑ Postgraduate - Research (48👤)
    - Division of Neuroscience (+)

> **Use the quick select buttons to select your audiences by role or group (e.g. schools, divisions).**

> **Use these lists to select a particular group, clicking on the "+" symbol to expand the list.**

Quick select

Type of person:

Substantive

Academic

Research

PSS

Honorary

Postgraduate research

Postgraduate taught

Undergraduate

Faculty newsletter

5. You can click on the other tabs – **Image, Files** or **Calendar** if you wish to add more details to your message and instructions are provided on each screen.

6. Once you upload an image or file, you can move straight to the next tab, but if you are adding Calendar dates, don't forget to click on the "**Update**" button before moving onto the Submit tab.
7. Once you have completed your message, click on the Submit tab and then on the "**Submit Announcement**" button.

Edit Announcement

| Title: | Economic and Social Research Council launch writing competition |
| Id: | 23520 |

Edit   Audiences   Image   Files   Calendar   Submit   Copy   Delete

This message will be moderated by staff responsible for a group you are in

The moderators will be:

David Ellard
Elisa Hughes
Paul Newport
Simon Wheeldon
Stephanie Shaw
Mike Pigram

Any greyed out moderators are able to moderate but will not notified when the announcement is submitted

Submit Announcement

After your message has been submitted, it will have to be moderated before it is distributed.

Don't forget to submit your message!

8. Once you have submitted your message, the My Announcements screen will appear giving details of your message status – see below.
9. You can now log out or return to the Announcements dashboard.
10. To log out click on your name on the top right hand corner of the screen.

My Announcements

Your message has been submitted for moderation and 5 moderators have been emailed

Select which announcements to display

○ Announcements with actions outstanding - waiting to be submitted, approved or sent
○ All announcements I've created

Key to the count of audiences

Selected - audiences have been selected but announcement hasn't been submitted
Submitted - audiences are waiting for approval
Rejected - audiences have been rejected
Accepted - audiences have been accepted but message hasn't been sent to them yet
Sent - message has been sent to the audiences

Show All entries   Search:

Action	Title of message	Category	Urgent or Digest?	Audiences	Date created	Date last updated	Statistics	Copy
Edit	Economic and Social Research Council launch writing competition	News	Daily digest	12	26/05/2015	26/05/2015	Statistics	Copy

Showing 1 to 1 of 1 entries

The colour coded Key shows when audiences have been accepted and/or rejected and also when a message has been sent.

You can see how many people in each audience group have viewed the announcement by email or web.

You can copy any of your previous announcements if you need to reissue a message.

If you have any queries regarding Announcements,
please email the Internal Communications Team**.**