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:

   - Create a new Announcement message.
   - Access all the messages you have created.
   - Read all archive announcements sent.
   - Choose which categories of messages you receive in your Daily Update.

2. Create a new message by clicking the “Create Announcement” button on the dashboard

   - Type your message title here.
   - Choose a category from the drop down menu.
   - Choose how the message is sent from the drop down menu.
   - Type your message in here.

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

  Announcement: **
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.

   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.

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.

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.

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