

Your Company Announcement

View your company announcement to stay updated on important news or information your admin wants you to know.

Who Can Do This: Anyone.

To view your company's announcement:

Go to the Home Page

- Click [Home] from the top menu.

View Your Company Announcement

- If your admin has posted an announcement, you'll see *Announcement From Your Admin* at the top of the page.
- If no announcement is posted, nothing will appear.

(Optionally) Hide It

- Click *Hide Announcement* (bottom right corner) to remove it from view.

See New Announcements Later

- New announcements will always appear automatically, even if you hid the previous one.
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