How do I delete an announcement?

Go to the Announcements tool.
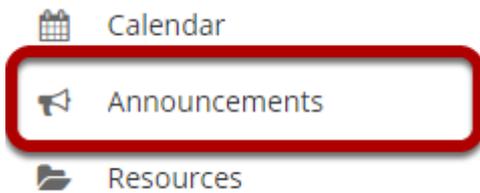
Select the **Announcements** tool from the Tool Menu of your site.

Select the announcement.

Select the check box in the **Remove?** column for the announcement you would like to delete, and then click the **Remove** button.

Confirm deletion message.

Click **Remove**.