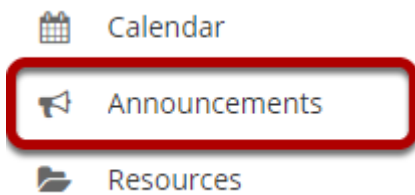


# How do I edit an announcement?

Go to the Announcements tool.



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

Click **Edit** below the title of the announcement.

## Announcements

(viewing announcements from the last 365 days)

View All Viewing 1 - 1 of 1 items |< < show 10 items... > >|

Subject	Saved By	Modified Date	For	Beginning Date	Ending Date	Remove?
<a href="#">Welcome</a> <a href="#">Edit</a>	demoinstructor	Jan 3, 2021 8:54 pm	site			<input type="checkbox"/>

Make your edits.

Make edits based on the "[How do I add an announcement?](#)" tutorial.

Click **Save Changes** when edits are complete.

