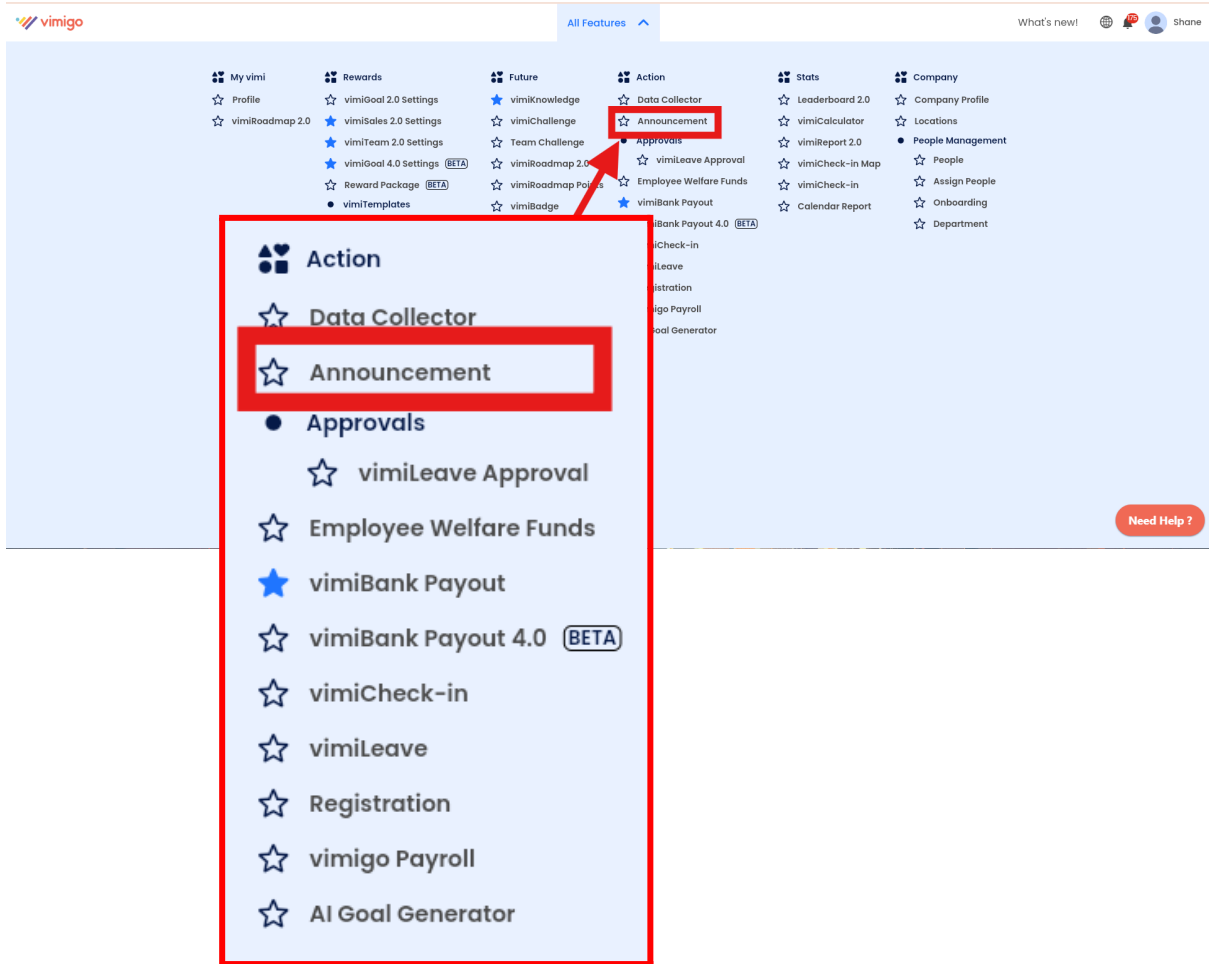
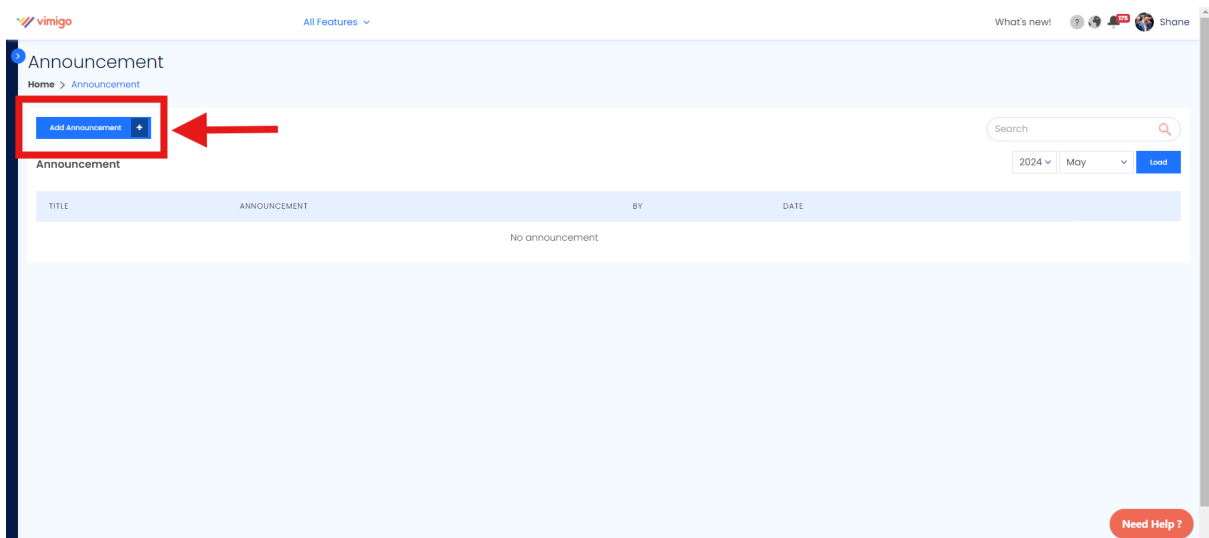


# How to add an announcement?

Step 1: Head over to **All Features** Tab at the top of the website  Under **Action** list, click **Announcement**.



Step 2: Click "Add Announcement"



Step 3: Fill in all the details needed.

The screenshot shows the 'Create A New Announcement' form in the vimigo application. The form includes the following fields and elements:

- Title:** A text input field.
- Announcement message:** A large text area for the main message.
- Attachments:** A 'Choose Files' button with the text 'No file chosen'.
- Tag Department (Optional):** A text input field.
- Tag User (Optional):** A text input field with a 'Select All' checkbox to its left.
- Submit:** A blue button at the bottom left of the form.

The vimigo logo and 'All Features' dropdown are visible in the top left. The user's name 'Shane' and a 'Need Help?' button are in the top right.

Step 4: Click "Submit".

This screenshot is identical to the one above, but with a red rectangular box highlighting the 'Submit' button. A red arrow points from the right towards the 'Submit' button, indicating the next step in the process.