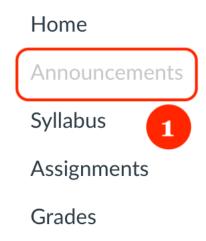# Make an Announcement

- Step 1: Choose Announcements on the second left bar.
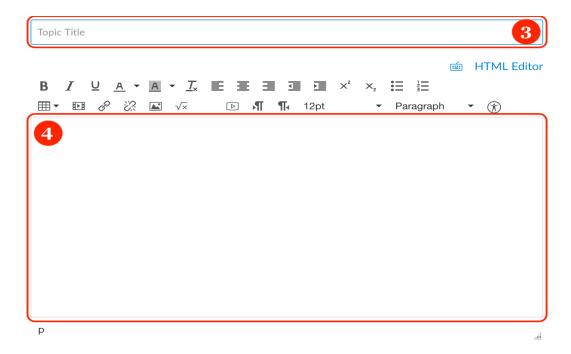

- Step 2: Click the "+Announcement" button on the top right corner, or at the center of the page if this is the first announcement.

- Step 3: Name the title of the Announcement.
- Step 4: Give context of the Announcement.

- Step 5: Choose to upload a file as context or not.

- Step 6: Choose between the options of Delay posting, Allow user to comment, Enable podcast feed, and Allow liking.

- Step 7: Click "Save".