




## Announcements

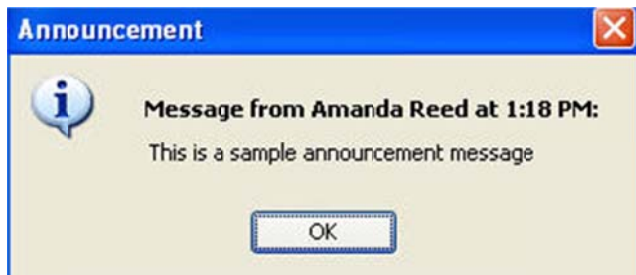
### Send Message as an Announcement

You may send a message as an Announcement if you want to ensure your message will be clearly visible to all.



1. Click on the  Announcement button.
2. From the Send to option menu, select to whom you want to send the message.
3. Type your message. Then click Send.
4. The message will appear to the recipient in both their conversation area (**bolded**) and in a pop-up message dialog.

Note: The Moderator will only see the message in the chat area.



The Announcement button is automatically deselected after the message is sent.

Be sure to click the button each time you want to send an Announcement.