

Manage Space: Add Dynamic Properties

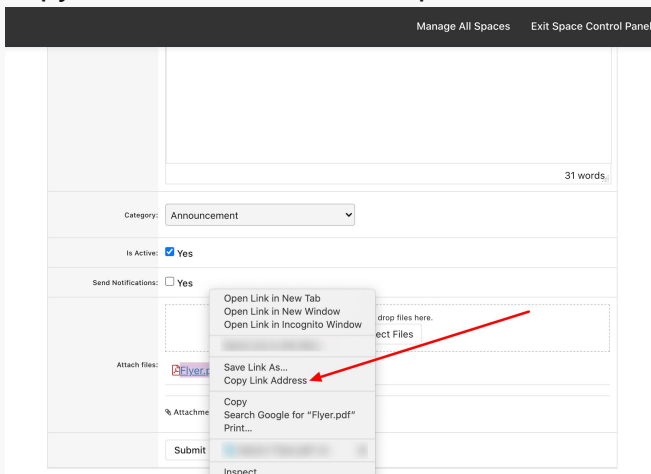
Version 17

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Add new dynamic properties in Manage Space to send an announcement to space members or create a rich editor template for the space. For rich editor templates, see the [Rich Editor Templates Guide](#).

Note: Default dynamic properties can be used to display content on static pages. See [Built-In Dynamic Properties](#).

1. From the space, click **Manage Space > Dynamic Properties**.
2. Click **Add Dynamic Property**.
3. Enter a **Name** for the dynamic property.
 - For announcements, the name appears in the [Notifications](#) dropdown.
 - For rich editor templates, the name appears when you click **Insert > Template** in the rich text editor.
4. Add **Content**.
5. Select the **Category** of the dynamic property.
6. Check **Is Active** to allow the dynamic property to be used.
7. Drag and drop files or click **Select Files** to upload files
 - Note: Attachments won't appear on the page. To give people access to the files, copy the attachment link and paste the link in the content body.



Speech Services

ManagementFile=KGwSJLV3o%2Bc-JXQD.JyYnuQ%3D%3D

Manage All Spaces Exit Space Control Panel

Name: Announcement

Content:

File Edit Insert View Format Table Tools Help

Formats

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Make sure you get your documents filled out for the Open Enrollment. They are due by the end of today! Please see [Laura Carter](#) in HR if you have any questions.

<https://documentation2.communifire.com/attachment?file=KGwSJLV3o%2Bc-JXQD.JyYnuQ%3D%3D>

P 32 words

Category: Announcement

Is Active: Yes

Send Notifications: Yes

Drag and drop files here.

8. Click **Submit**.

Space Announcement - Video Guide

You can generate a notification for everyone in the space.

