

How to Make an Announcement

Version 3

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In this guide, you'll learn how to make announcements using a variety of methods to your entire intranet as well as to groups of people.

- Short announcement
- Long announcement
- Email announcement

Example use cases:

- Notifying the entire community about an upcoming system maintenance outage
- Introducing new employees in a certain department
- Announcing open positions

Site-Wide Announcement

CommuniFire has multiple options to send announcements to your entire intranet.

Make a short announcement when the announcement content is brief and you don't require feedback or confirmation that users read the announcement. Make a long announcement when the announcement content is long and you require read confirmation.

Short Announcement in Notifications and on the Homepage

Send an announcement with a global notification. [Notifications](#) alert users about activity in the intranet. This method uses [Dynamic Properties](#) .

You can also post an announcement on the homepage. The announcement will be the first thing people see when they visit the intranet. This method uses a [Dynamic Property Widget](#) .

Short Announcement on the Space Activity Stream

Make an announcement by posting to [Space Activity Stream](#) of a space everyone is a member of. You can make a text-only announcement or link to content.

Long Announcement

Make an announcement with [Required Reading](#) . This option lets you receive confirmation that people have read the announcement. Publish the content in a space that everyone is a member of - such as the Human Resources space or Internal Communications space.

Email Announcement

Make an announcement by sending a [Mass Email](#) in Control Panel > People > Manage People.

Targeted Announcement

CommuniFire has multiple options to send announcements to specific groups in your intranet.

Short Announcement in Notifications and on the Homepage

Send an announcement to space members as a notification. This method uses [Manage Space: Dynamic Properties](#) .

Post an announcement on the homepage so it's the first thing people see when they visit the space. This method uses a [Dynamic Property Widget](#) .

Short Announcement on the Space Activity Stream

Post to the [Space Activity Stream](#) to make an announcement.

Long Announcement

Make an announcement by creating [Required Reading](#) in a space. You will receive confirmation that users read the announcement.

