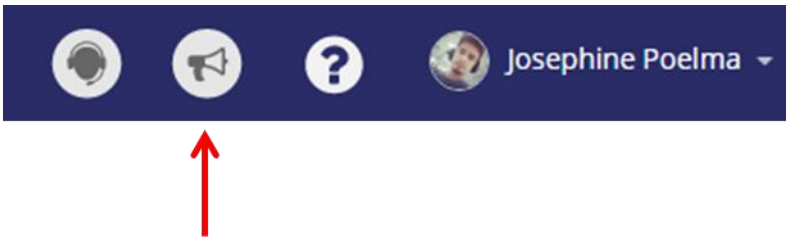
Access and View Announcements

You can view three types of announcements in dash:

- Product level announcements, which inform you of recent updates to dash.
- Brand announcements that keep you up-to-date on your brand.
- Company announcements that authorized users within your company can create and broadcast, e.g. events and meetings specific to your company.

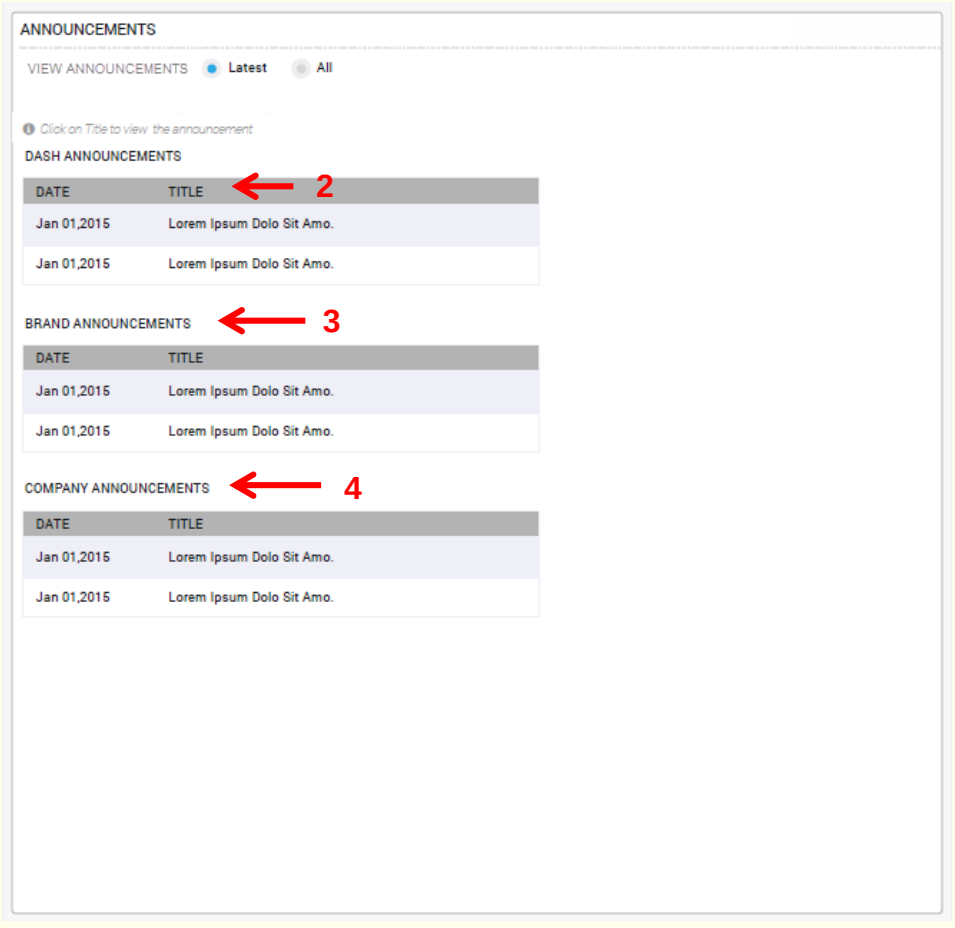
1. Click the **Announcement** icon from the dash toolbar at the top of the screen.



The **Announcements** window displays.

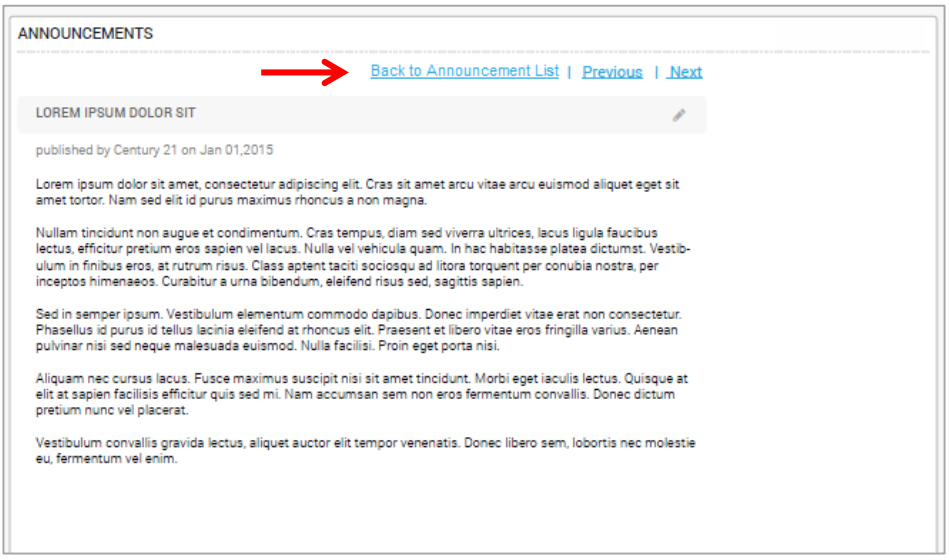
2. Announcements from the dash Product Team regarding the platform (e.g. recent releases, new features) display at the top.
3. Announcements from your brand are shown next.
4. Announcements from your company display at the bottom.

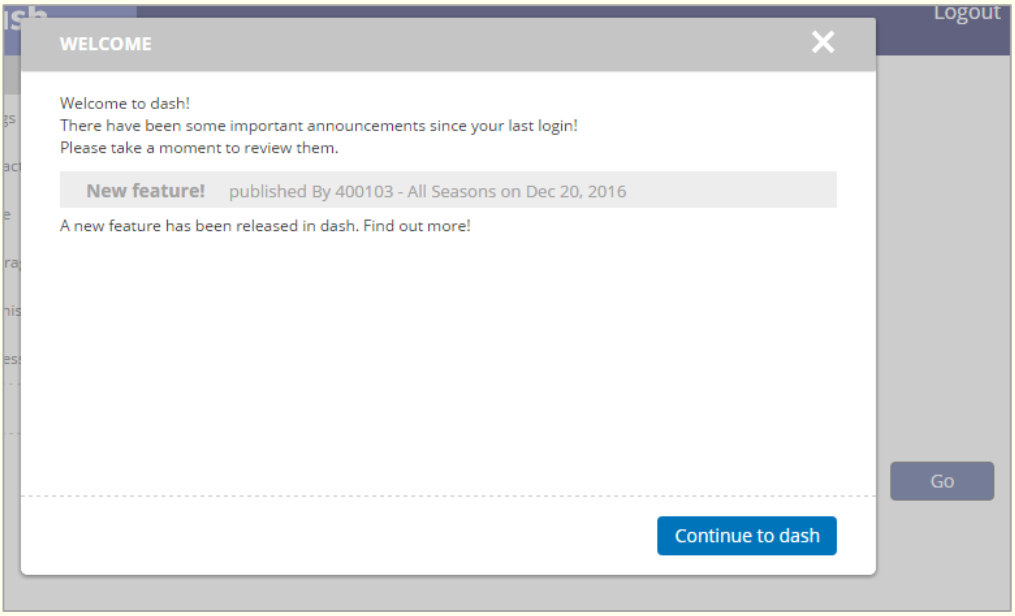
Click an announcement title to read the announcement.



The announcement opens.

5. After reading the announcement, you can return to the announcement list by clicking the **Back to Announcement List** hyperlink.
6. You can navigate through all announcements by clicking the **Previous** and **Next** hyperlinks.



If there are any new announcements in dash since your last login, you will see a notification when you next log in.

7. Click **Continue to dash** to close the message and continue.