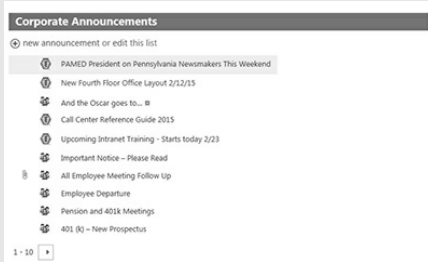


### Corporate Announcement



Start by selecting **+** new announcement

### Tip:

Spell check any text in Word before starting your announcement. Also, be sure to copy the link to the location of your information that you will want to direct users.

### Title

Titles should be short but descriptive. Do not use just "Please Read" without more details.

### Body

The body of the announcement should include the rest of the details pertaining to your title.

Also include links and locations to where specific content may be found on the intranet.

Keep the formatting of the body simple, just use the default styles with the occasional bold, italic as necessary.

See "adding links" in this cheat sheet

Do not upload documents as attachments or photos into the announcement, those should be stored within the Shared Content Area and linked to for more information.

### Expires

All announcements must have an expiration date to come off the homepage area. If it is a timely announcement, please have it expire a day after the event. If it more general in information, please have it expire no more than a month out from the day you are posting.

### Category

EAC Event

Emergency Alert

Human Resources

Other

PAMED Corporate

Wellness

Unless you are in HR, on the EAC, or Wellness committee, you will be selecting PAMED Corporate as your category. Selecting a category will identify the icon that appears next to the announcement. After you post an announcement, it may take a little while for your icon to appear. Don't worry, it will eventually appear.

### Display at Top

Indicates whether the announcement is urgent and should be displayed at the top of the list above all other announcements until it expires. You must have your supervisor's approval to select this. If all announcements are selected to appear at the top, then other announcements posted may be missed.

### Alert Everyone

**⚠** do not select this unless it is an Emergency Alert! All staff have already been setup to receive alerts on all homepage announcements. Some staff have changed when they would like to receive alerts. This will bypass their personal settings and force an alert to be sent to them immediately.

### Display County Exec Site

Checking this item will result in this item being displayed in the announcements section on the County Exec Collaboration Site. Please do not include any links to specific documents as not all who have access to the County Exec Collaboration sites have access to our intranet content.

Note: If you end up deleting a corporate announcement from the homepage and have this box checked. It does *NOT* automatically delete it from the County Exec Site. That would need to be done manually.



### What to Post

When should something be a Corporate Announcement?

When all PAMED, SSMS, and Foundation staff should be made aware of the information or would find it useful.

When should something not be a Corporate Announcement?

Personal notes, fundraisers, or information that only pertains to a select few should not be posted on the homepage.

Personal notes can be added to the Staff Watercooler.

### Required Fields

All required fields will have an \* beside them

### Who can Post

Anyone can post a Corporate Announcement but you must have your supervisor's permission before posting. They do not need to read your announcement, just let them know you plan to post an announcement and on what topic and they have said OK.

### Don't See Your Post

After you have saved your announcement, if you are not seeing it appear. Check the list, it may not be the top announcement listed if other announcements have the "appear at top" selected.

### Who Can See

Only internal PAMED, SSMS, and Foundation staff can see our corporate announcements. Physicians and anyone working on the collaboration sites do not have access to internal content or resources.

### Expired Announcements

Where can i find announcements that have expired? Use the Search to find the content you were looking for, expired announcements will appear in search results. Also, you can click on the Corporate Announcements header to see the full list of past announcements.

### When will Staff know

All staff will get a notification that there is a new announcement posted based on their individual preferences. Be aware, If you go back in and update an existing alert, some staff will be notified again that there were changes.

### Adding A Link

You can either copy the destination URL from the display bar in your browser or use the link provided when you click on the ... next to a piece of content

Show the location of how to navigate to the document using ">" to identify steps and make that the text your hyperlink

ie: Shared Content > Staff Resources > Staff Training

Highlight the text and go to the **Insert** tab in the ribbon

Select **Link from address** and paste your link

Before you hit OK go to the link you just pasted in

Remove `https://intranet.pamedsoc.org` from the beginning of the link and just start your link with `/sites`

Since you are already on the intranet, you don't need to include that part in your url. It just slows down the user from directly accessing the content.

### Questions?

Ask your SharePoint Champion to help if you if you have any problems posting a corporate announcement.

