Announcements

The announcements tool informs CIG members of current items of interest or to post notices about important changes in deadlines, meeting times, or meeting locations. Announcements can have multiple attachments, such as documents or URLs. CIG Coordinators can also choose to have an announcement automatically emailed to all CIG members. To view the Announcements from all CIGs to which you belong, go to My Workspace, and click Announcements.

When you click Announcements on the tool menubar, you will see a list. To rearrange the list:

1. Click Subject to arrange the announcement titles alphabetically. Click Subject again to reverse the order.
2. Click From to arrange the announcements by author last names. Click it again to reverse the order.
3. Click Date to arrange the announcements chronologically. Click it again to reverse the order.

Figure 53: Announcements Tool