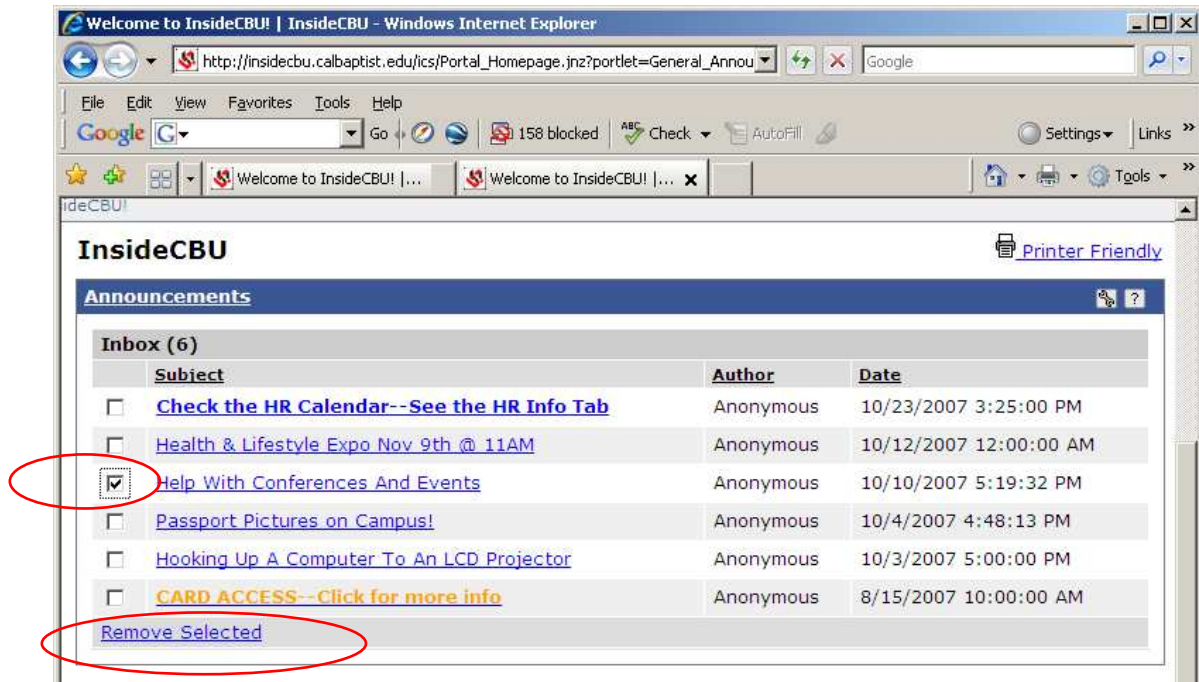


Cleaning Up Your Announcements Inbox

Do you have too many announcements showing in the Announcements portlet and can't tell what's new and what's old? Here's how you clean it up:

Click on the Announcements portlet heading (the word Announcements). Once there, you will see the following:



Click on the checkbox next to any messages you want to remove and click on the "Remove Selected" link at the bottom left of the portlet.

That's it!