

Announce

Announce lets a catalog generate an email about a post to an email list they maintain inside the catalog.

Topics:

Where do I locate the ability to customize this feature?

How do I turn Announce on or off for the site or for specific catalogs?

Announce

Location

Customization

Announce

This feature allows a catalog administrator to upload an email list to their catalog and send a post to that email list when they add a new piece of content. This feature can be turned on or off for the entire site and can also be limited to specific catalogs.

Create New/Edit Post View

Home / Posts / Edit Quick Post

Edit Quick Post

Enter a title Select a type

Enter topics and industries keywords
Topics and industries add keywords to your post for search.

Click to enter topic: (required)

Enter or paste text and graphics (optional)

Attach a File (Optional)

Upload an attachment. Quick Post attachments are available for download only.

Sites, Folders and Features

Add this post to folders, spoke sites and make it featured.

Note: post is added to all sites by default.

Announce, Allow Email Share

Click Email Announce to send an email about this post. Keep Email Share selected so others can share this post.

Email Announce
 Allow Email Share

Publish, Draft, or Schedule

Publish now, save as a draft or schedule this post.

Publish Now
 Save As Draft
 Schedule

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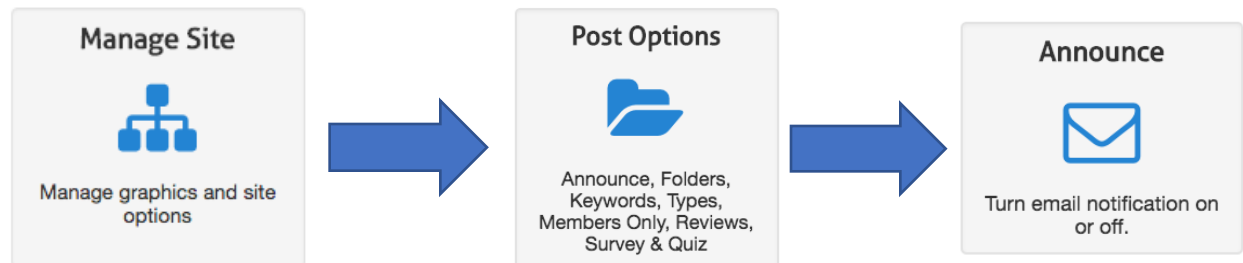
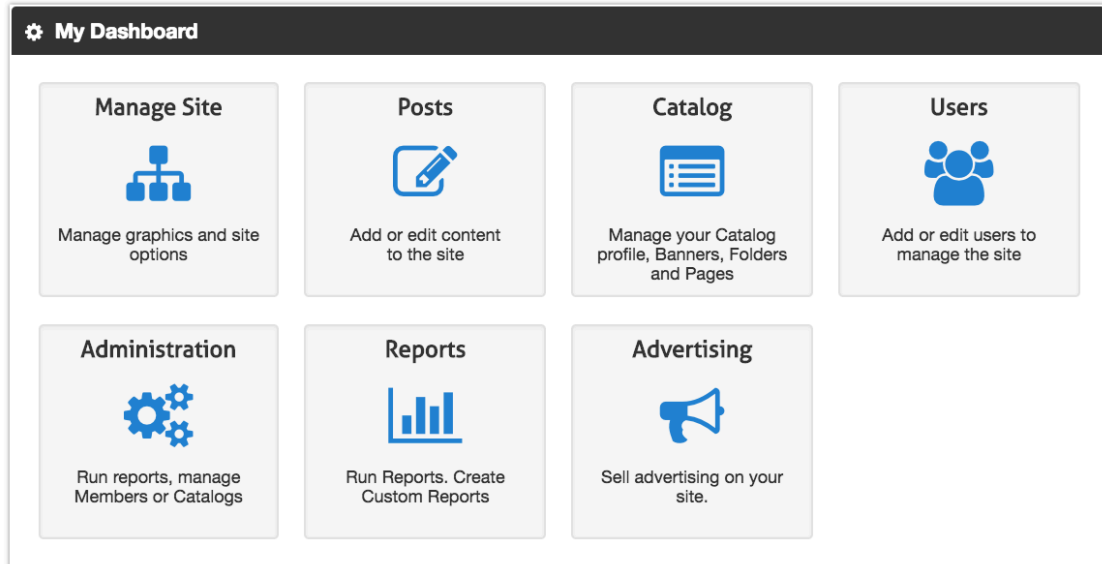
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Where do I locate the ability to customize this feature?

To locate the ability to customize Announce, select Manage Site from your Dashboard, then select Post Options then select Announce.



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How do I turn Announce on or off for the site or for specific catalogs?

Under the Turn "Announce" On or Off section, select the option you want. When you select to turn Announce on for specific catalogs only, a catalog selection will display to choose your catalogs.

✉ Announce

Add "Announce" to send Outlook email notices to lists that you create and manage in Convey.

Turn "Announce" On or Off

- Notification Off
- Notification On for the entire site
- Notification On for specific catalogs or catalogs only

Select (or deselect) one or more catalogs or catalogs.

Convey Internal x Convey Services x

Cancel Save