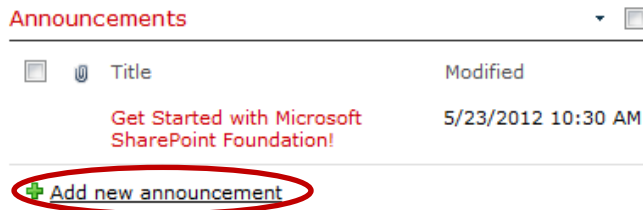


# Add Announcement to Announcements Web Part

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Click the **Add new announcement** button.



Fill out the information and click **Save**.

The screenshot shows the 'Announcements - New Item' dialog box. The title bar reads 'Announcements - New Item'. The dialog has a ribbon with the 'Edit' tab selected. The ribbon includes buttons for 'Save', 'Cancel', 'Paste', 'Copy', 'Attach File', and 'Spelling'. Below the ribbon, there are tabs for 'Commit', 'Clipboard', 'Actions', and 'Spelling'. The main area contains a 'Title' field with an asterisk, a 'Body' field with a rich text editor, and an 'Expires' field with a calendar icon. At the bottom, there are 'Save' and 'Cancel' buttons.