How to set-up the Announcements App to hide items that are marked expired:

- Click on the gray bar behind the Announcements App that is wished to be filtered

- Click on the List tab on the top bar
- Click Modify View

- Under Filter – Select radio button for ‘Show items only when the following is true’

Create 2 items:

- One to show the announcements that have an expiration day greater than or equal to today
- One to show items that are blank in the expiration field
1. Select ‘Expires’
2. ‘Is greater than an equal to’
3. Add [Today]

4. Click ‘Or’
5. Select ‘Expires’
6. ‘Is equal to’

• Scroll down and click OK