Page Permissions have been set for view and edit permissions. This manual will show how to set announcements where the users that have access can add an announcement; and in return an email is sent to an individual to approve the announcement before being added to the School Site Master Announcements.

First permission must be given to individual responsible for approving announcements.

- Click on the bar behind the announcements

- Click List Tab
- Click ‘List Settings’

- Under Permissions and Management
  - Click ‘Permissions for this list’ (Need to set who is going to approve the content posted)
• Click ‘Stop Inheriting Permissions’
• Click ‘OK’

• Click ‘Grant Permissions’
• Type in name/names of approver/approvers
• Click ‘Show Options’
• Uncheck ‘Send an email invitation’
• Select Permission Level ‘Full Control’
• Click ‘Share’

The individual added will now show up in the list with Full Control permission level. This is the owner of the announcement app and the person who will approve announcements added to the Master School Announcements. Anyone with Full Control such as the School Site Admin can also approve.

• Click on Home Site Page
• Click on bar>List Tab>List Settings
• Under General Settings click ‘Versioning settings’
Now the individual approving/rejecting announcements needs to go to the announcements app and set an alert to receive an email when a new announcement is added.

- Click on the bar
- Click on the List Tab
- Click ‘Alert Me’ on the Ribbon Bar
• Click ‘Set alert on this list’
• Title ‘Alert’
• Select ‘Change Type’
• Select ‘Someone else changes an event’
• Select when to send alert and optional time if user does not select send notification immediately
How does it work?

- Users add announcements, click save and see message

![Image of announcement form]

- Email Alert is sent to Approver
- Click on View ‘Title of Event’

![Image of email alert]

Click on View ‘Title of Announcement’ called test
• Announcement will Open
• Click ‘Approve/Reject’ in the Ribbon Bar or Edit Item
• New page opens to either approve, reject, and add comments
• Click ‘OK’

Once approved, users with view permissions will see the new announcement.