

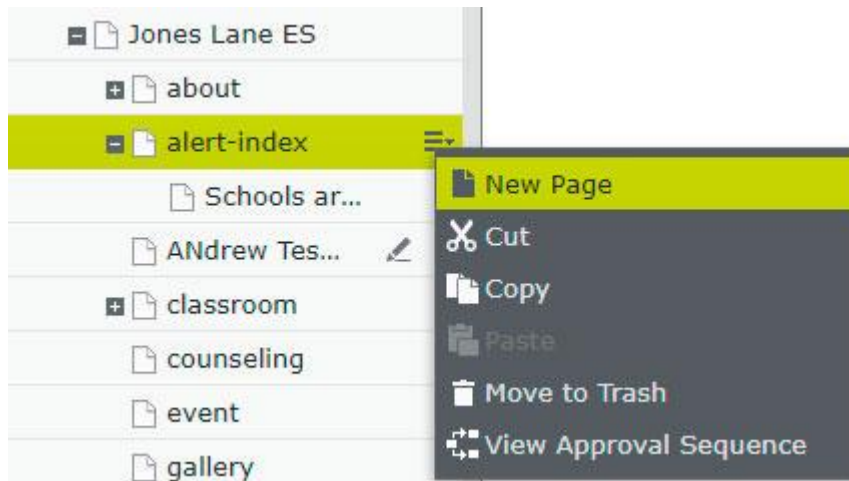


MCPS Content Management System (Episerver) Training

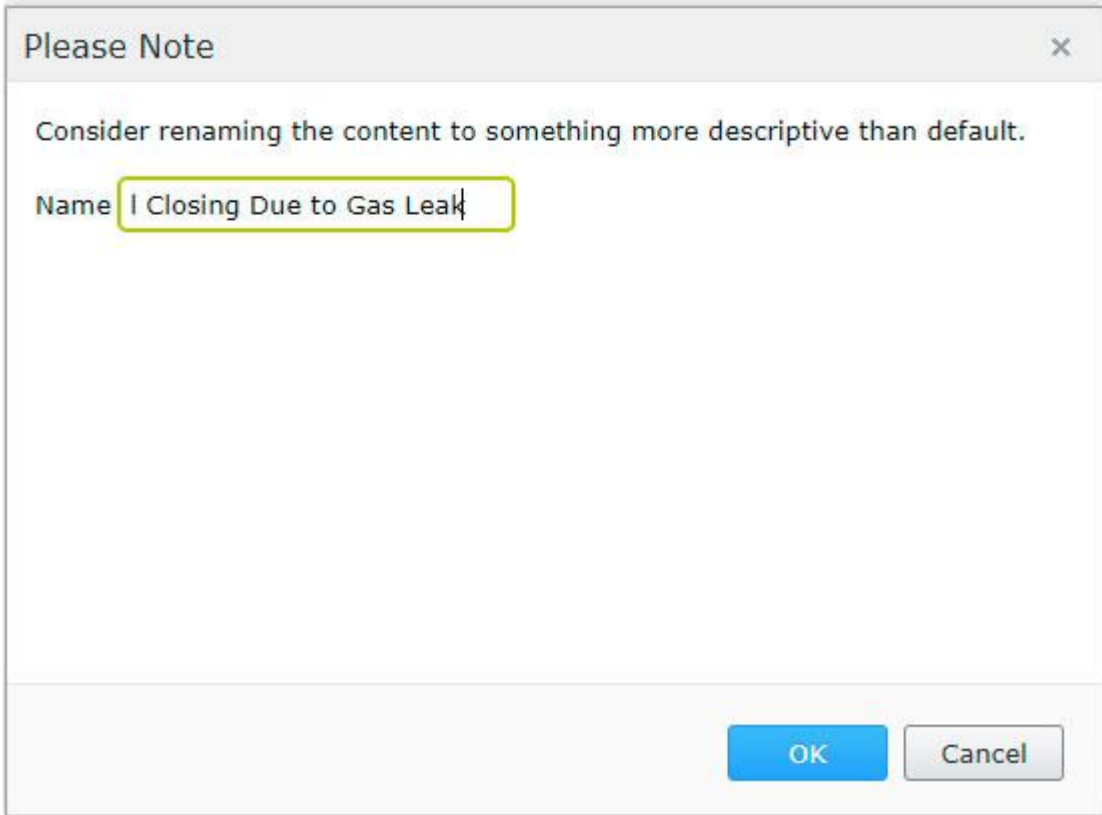
How to Add and Remove Alert Messages

How to Add an Alert Message

1. Navigate to your school's folder in the Navigation Pane and select the **alert-index** page.
2. Click the menu button on alert-index page and then select **New Page**.



3. Enter a name for the alert in the **Name** field when the *Please Note* box opens. **NOTE:** This will only show in the editor.



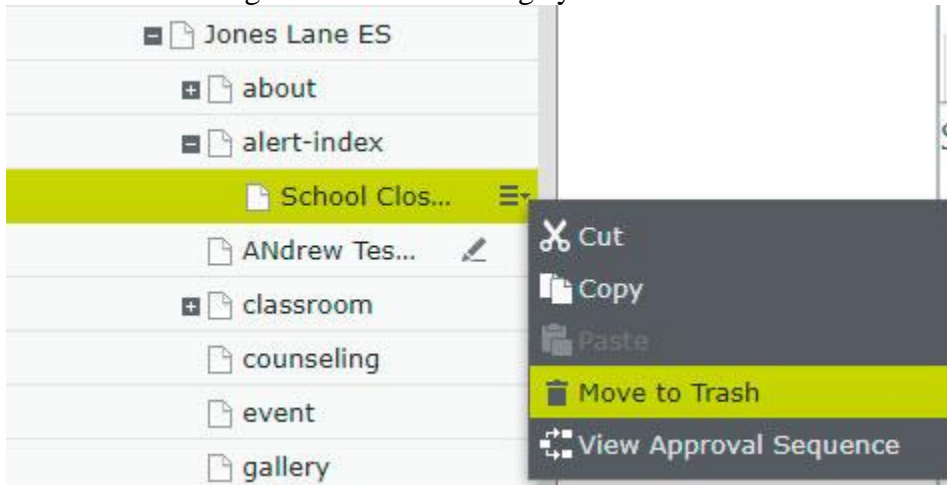
4. If you are in 'On-Page Editing' view, switch to 'All Properties' view.



5. The **Content** tab should be selected.
6. Check the **Is Enabled** check box to enable the alert.
Note: The alert will not show unless this is checked.

How to Remove or Delete an Alert

1. If you want to stop an alert from showing on your website but keep it in the content editor for future use, simply follow steps 1 – 5 above and then uncheck the **Enabled** box.
2. To delete an alert, navigate to your school's folder in the Navigation Pane and select the plus (+) sign next to the **alert-index** page to expand the alerts folder.
3. Select the Alert Page for the alert message you want to delete and click **Move to Trash**.



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