

# Group Staff Messages in the Clock

Last Modified on 12/17/2018 3:22 pm EST

1. Point to **Clock** and select **Staff News**.
2. Add and format text in the editor.
3. Click **Save**.

## Edit Staff News

**Don't forget our staff meeting on Friday, December 18th at 8 am.**

**This is a mandatory meeting for all staff!**

Add and format text in the editor then **Save**.

Path: p » strong » span

Save Close