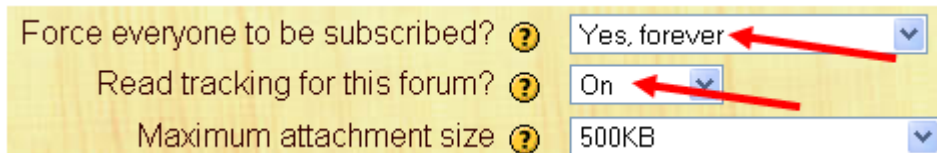# How do I make an Announcement?

You have two options to make an announcement:

Option 1: A new post to a discussion forum with students subscribed so they receive an email with each new forum post. Be sure to set **Force everyone to be subscribed** in the forum settings (**Yes, forever** or **Yes, initially**). Otherwise, students will not receive an email. It is also recommended that you turn on **Read tracking for this forum** to flag new posts as new.


*Option 2:* Add an announcement in the top content area:

1. Turn editing on.
2. Click on the **Add a resource** drop-down menu inside the first topic area; then select **Insert a label.**
3. Type what you wish to announce in the text box. Choose the size, font and style desired.

Step-by-Step:

Turn editing on and click on the **Add a resource** drop-down menu inside the first topic area. Then select **Insert a label.**
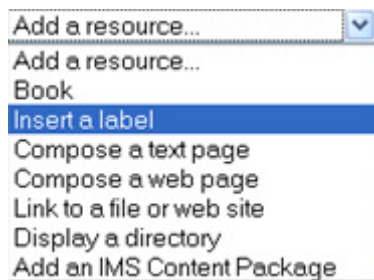
Type what you wish to announce in the text box. Choose the size, font and style desired.
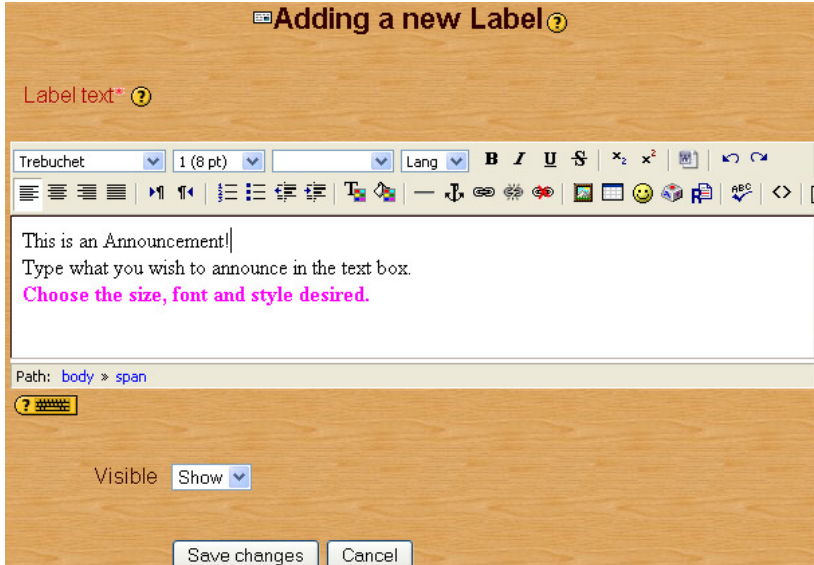
Back on the main page, this is what the announcement looks like: