

Creating an announcement banner for your organization

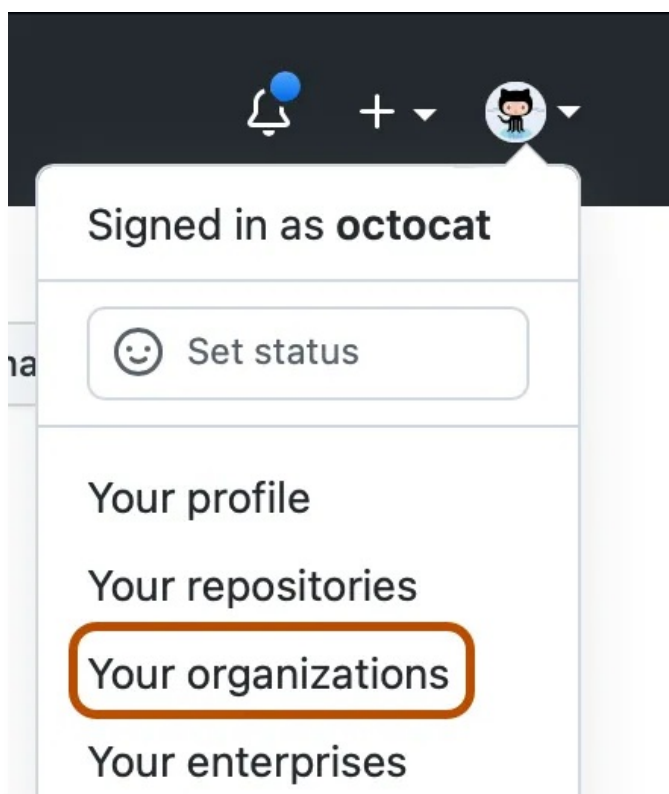
Organization owners can create announcement banners for the organization.

You can create an announcement banner that will be displayed to all organization members at the top of every page in the organization.

You can use Markdown to format your message. For more information, see "[About writing and formatting on GitHub](#)."

You can also set announcement banners at the enterprise level. For more information, see "[Customizing user messages for your enterprise](#)."

- 1 In the top right corner of GitHub Enterprise Server, click your profile photo, then click **Your organizations**.



- 2 Next to the organization, click **Settings**.
- 3 In the "Messages" section of the sidebar, click **Announcement**.
- 4 Under "Announcement", in the text field, type the announcement you want displayed in a banner.
- 5 Optionally, under "Expires on", select the calendar drop-down menu and click an expiration date.

Note: Announcements must either have an expiration date, be user dismissible, or both.

- 6 Optionally, to allow each user to dismiss the announcement, select **Allow users to dismiss the announcement**.
- 7 Optionally, to preview your message, click **Preview**.
- 8 Click **Save changes**.

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