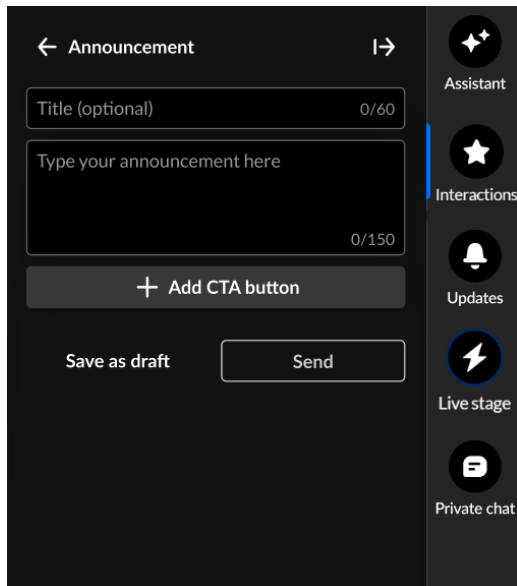


Interactions tab - Announcement

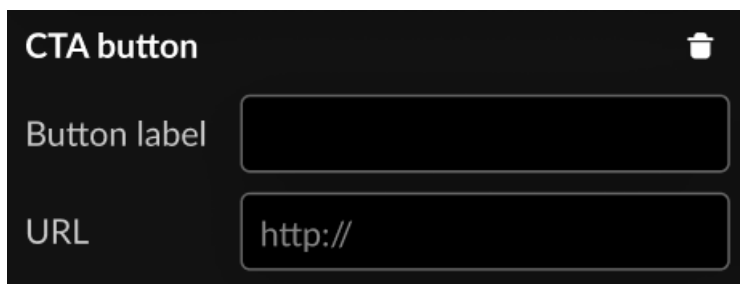
Last Modified on 07/08/2025 4:44 pm IDT

Create and publish an announcement from the Interactions tab of the Chat and Collaboration widget

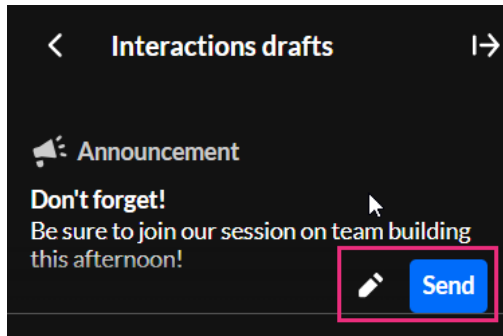
1. Click Announcement to begin creating an announcement.



2. Type a title for your announcement (optional), such as "Mid-webinar alert!". Then type the announcement itself, such as "Get your questions ready for the upcoming Q&A session!".
3. Click **+ Add CTA button** and additional options display.



4. Type a label for your CTA button, along with a URL to which users will be directed upon clicking the CTA button. If you change your mind and decide not to include a CTA, you can always clear it by clicking the "trash can" icon.
5. Choose to save the announcement as a draft or send it immediately to attendees. If you choose to *save the announcement as a draft*, you may access it through the **Interactions drafts** button on the Interactions tab, hover over the draft and edit it or send it now.



If you choose to *send now*, it will be sent to your attendees immediately, displaying as a small toast popup in the lower left corner of the screen.



Interested in exploring other interaction tools? Click [here!](#)