

Publish a group notice

Prepare a notice on the group board, choose when it becomes visible and check the notification setting.

6 min · Available with the Manage group noticeboard permission · 2026-09-21

Before you begin

- ✓ Open an active group within your scope.
- ✓ Prepare the title, text and any attachments for the notice.

1

STEP 1 OF 5 · 1 MIN

Open the group board

Open the correct group and select Noticeboard. Group notices stay separate from general notices and follow the group's content visibility.

Check the name and header; you need Manage group noticeboard in its scope.

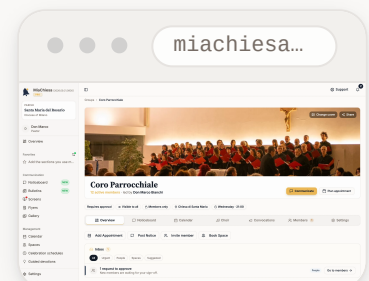


Fig. 1 Open the page for the group that should receive the notice.

2

STEP 2 OF 5 · 1 MIN

Check existing conversations

Conversations shows notices, reactions and replies. Avoid duplicating a recent update.

Select New Notice.

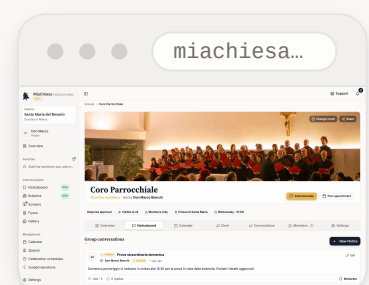


Fig. 2 The board shows the context and existing updates before you create another one.

3

STEP 3 OF 5 · 2 MIN

Fill in the content

In New notice, choose the type, enter the required Title and add text, a subtitle or attachments. Category is below the content.

The figure shows a prepared title and text, with no publication or notification.

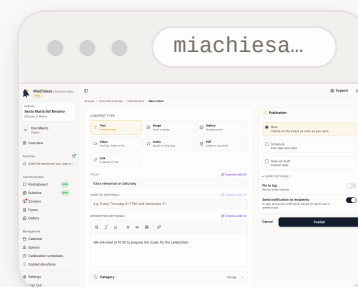


Fig. 3 The notice is filled in and remains unsaved: the capture does not select Publish.

4

STEP 4 OF 5 · 1 MIN

Choose publication and notification

In Publication, choose Now, Schedule or Save as draft; only Now makes the notice visible when saved. Schedule requires a date and time.

Send notification is on in new forms: turn it off to avoid alerting the group. This editor does not add the notice to the newsletter or bulletin.

5

STEP 5 OF 5 · 1 MIN

Publish and verify

With Now selected, choose Publish; after confirmation, you return to the Noticeboard.

Check the new conversation. For Schedule or Draft, verify its state without treating it as already visible.

What you have achieved



A notice saved with Now appears on the group board.



A notification is requested only when Send notification remains on at save time.