HuskyCT User Guide: How to create an Announcement

Click on the “Announcements” link in the left-hand navigation menu

Click on “Create Announcement”

Enter the message in the text editor

Duration Setting: The default setting is “Not Date Restricted”. This can be changed to “Date Restricted”, which requires display dates
Recommended: Check the box next to “Email Announcement” to send email announcements immediately after each announcement.

NOTE: If this setting remains unchecked, students will still receive the message in an email, but it may be delayed and the sender will be DoNotReply@uconn.edu which increases the chance it will be treated as spam.

Still need help?
For further information or assistance with HuskyCT, please contact the Educational Technology Office at edtech@uconn.edu or 860-486-5052.