

## Adding and Managing Comments

**Step 1:** Click on the Comment button next to the plus sign from the Home Page:



**Step 2**: Add your Comment. Keep Admin selected under the "Who should see this?" – and click **SEND**:

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Christine Sacco viewed this DEC file.		
Comment here		
R I U		
B I <u>U</u> ∺≡		
Admin		~
Publisher		~
Editor		~
Viewer		~
✓ Remember this s	selection	SEND