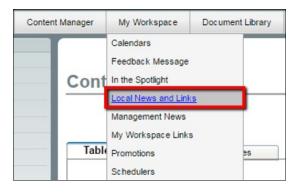
## Local News and Links

Control Panel > My Workspace > Local News and Links

## Local News and Links:

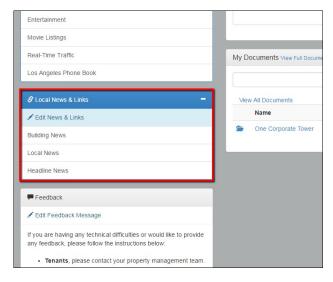


## About Local News and Links:

Local News and Links is a section located on your My Workspace page that is dedicated to providing convenient Building News, Local News, and Headline News.

- Building News Read and download the latest news from "Your Property."
- Local News Get your local news events with local favorite sources.
- Headline News Get the latest on current events happening worldwide.

Both Local and Headline News can easily be customized while Building News automatically compiles active <u>Management News</u> into a newsletter.



## **Edit Local News and Links:**

- 1. Go to Control Panel > My Workspace > Local News and Links.
- 2. To edit the Local News link, insert a desired URL and Description.
- 3. To edit the **Headline News** link, select one of the given choices from the drop-down menu.

Edit Local News and Links	8	
Local News		



4. Click on Submit.