

# Announcements

09/10/2024 8:10 am PDT

**Admins** can make announcements that reach everyone in the group. They are integrated with email. All members receive a notification in Heylo, a push notification, and an email notification. Recipients include both active and inactive members - essentially, anyone who signed up for the group.

To make an announcement, select "@announce" in any event chat or group chat.

Or, use the Announcement chat. Announcements are always pinned to the top of the chats screen and visible to everyone in the group at all times.

Emails are sent to any members who have signed up for the group, as well as any members invited to the group by email.

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