

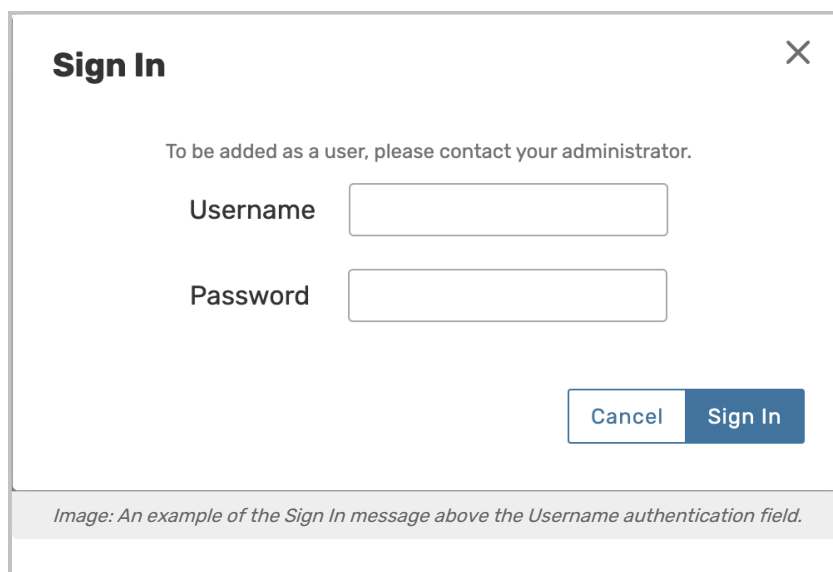
User Messages in 25Live

There are three types of messages that users may encounter when entering 25Live: the [Sign In Message](#), the [Welcome Message](#), and the [Viewer Message](#).

Sign In Message

Where it Displays

The Sign In message appears in the authentication window when entering 25Live. If your institution uses Single Sign-On (SSO), this window will not display.

A screenshot of a 'Sign In' dialog box. The title bar says 'Sign In' with a close button (X) in the top right. The main text reads: 'To be added as a user, please contact your administrator.' Below this are two input fields: 'Username' and 'Password'. At the bottom right are two buttons: 'Cancel' and 'Sign In'. Below the dialog box, a caption reads: 'Image: An example of the Sign In message above the Username authentication field.'

What it's For

This message is typically used to give users authentication instructions. If a user needs to be set up with a 25Live account, or is having difficulty logging in, adding information about who to contact can be a great help.

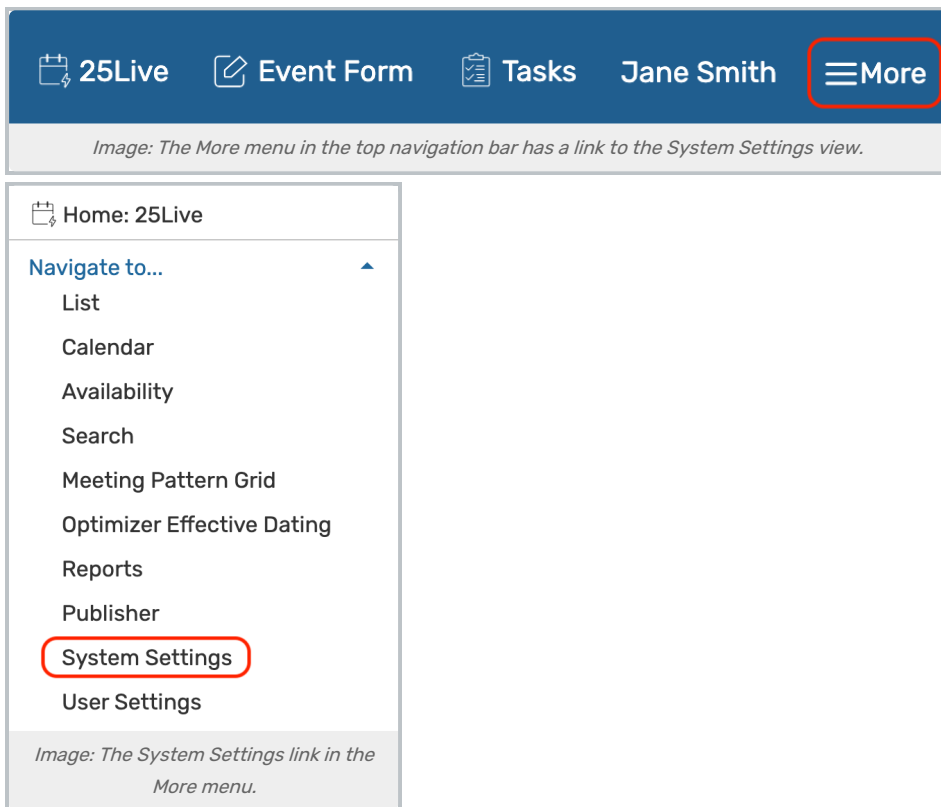
How to Edit it



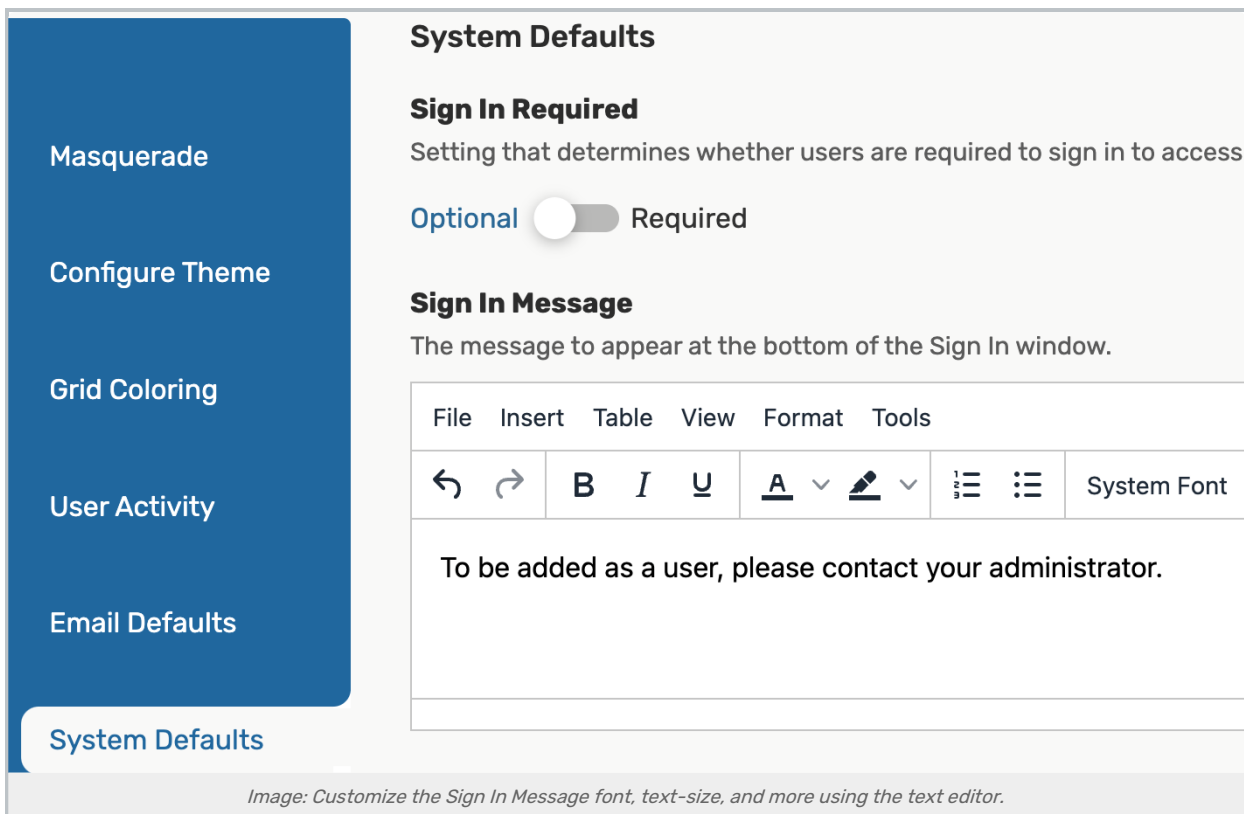
Security Note

To edit the Sign In Message, users will need the following permission set in [Group Administration](#):
Admin: 29.0 Edit General Settings in 25Live System Settings set to **Yes**

To edit the Sign In message, navigate to the **More** menu > **System Settings** > **General Settings** > [System Defaults](#).



Update the message in the **Sign In Message** field and **Save** your changes.



Welcome Message

Where it Displays

The Welcome Message pops up once a user has logged into 25live.

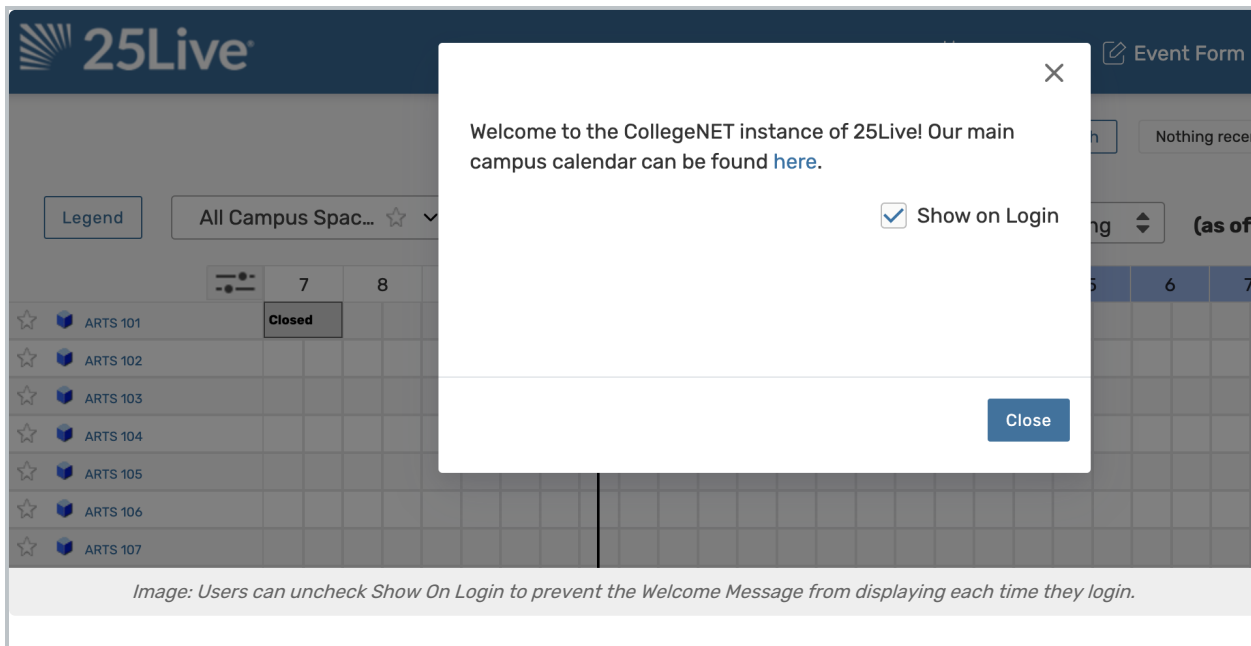


Image: Users can uncheck Show On Login to prevent the Welcome Message from displaying each time they login.

What it's For

This message is ideal for announcements since it can be adjusted to only alert people as needed.

Users are able to check a box so this message stops appearing. However, if an administrator updates this message, that preference resets and will appear for everyone the next time they login.

Users that have the security to edit the message will see an Edit button on the pop-up.

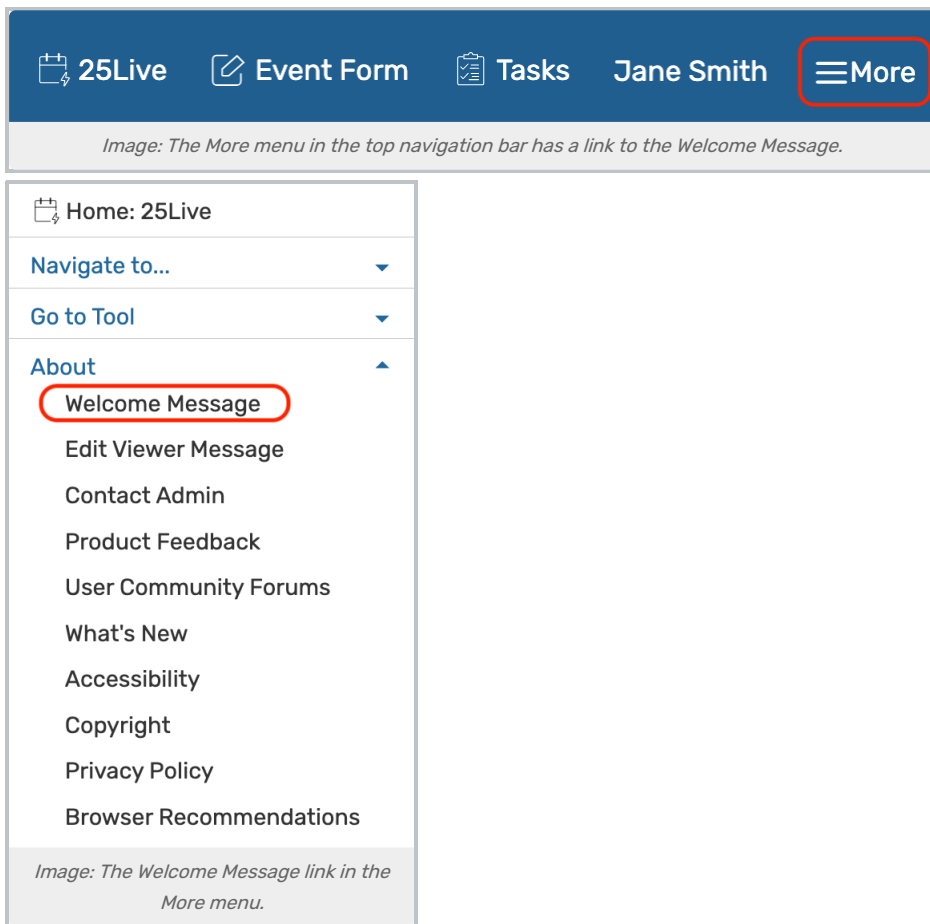
How to Edit it



Security Note

To edit the Welcome Message, users will need the following permission set in [Group Administration](#):
Admin: 28.0 *Manage Viewer and Welcome Messages* set to **Yes**

To edit the Welcome Message, open the More menu and navigate to **About > Welcome Message**.




Select the **Edit** button in the bottom-right, add or update your message in the text box, and **Save**.




Edit Welcome Message

File Insert Table View Format Tools

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Welcome to the CollegeNET instance of 25Live! Our main campus calendar can be found [here](#).

☐ Show on Login

Preview

Edit

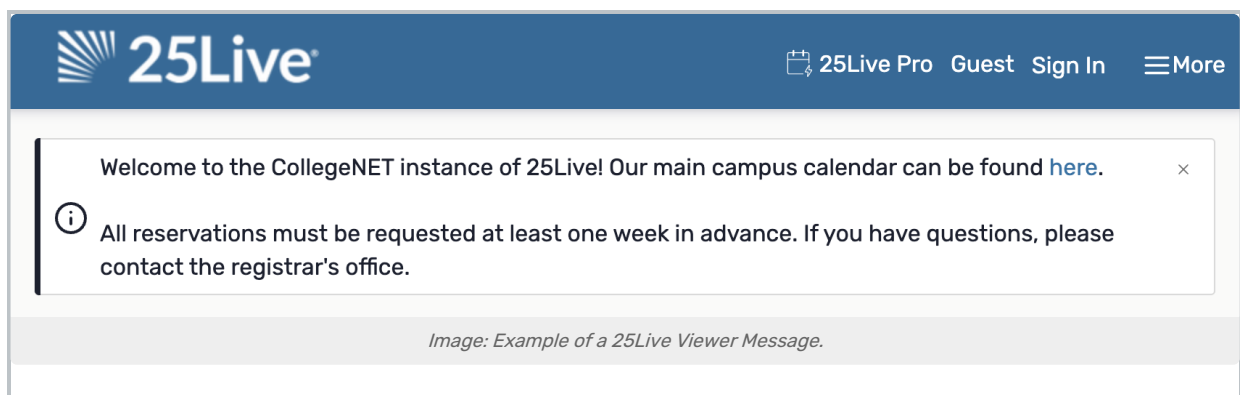
Save

Image: Customize the Welcome Message's font, text size, and more using the text editor.

Viewer Message

Where it Displays

This message appears on every page of 25Live for users that have not logged in. Once logged in, the message is hidden. This message will **not** display in instances where [Signing In is required](#).



What it's For

This is ideal for instructing first-time users on how to log in to 25Live and on what policies and procedures affect room requests made through 25Live.

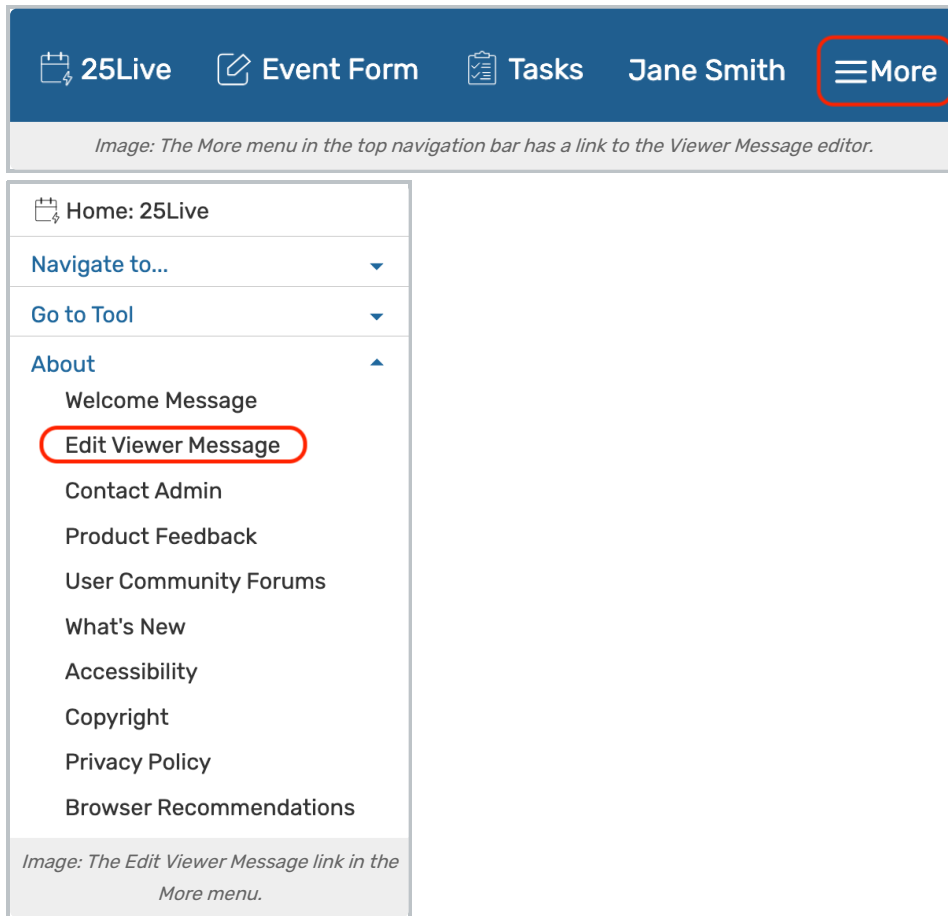
How to Edit it



Security Note

To edit the Viewer Message, users will need the following permission set in [Group Administration](#):
Admin: 28.0 *Manage Viewer and Welcome Messages* set to **Yes**

To edit the Viewer Message, open the More menu and navigate to **About > Edit Viewer Message**.



Add or update your message in the text box and **Save**.

