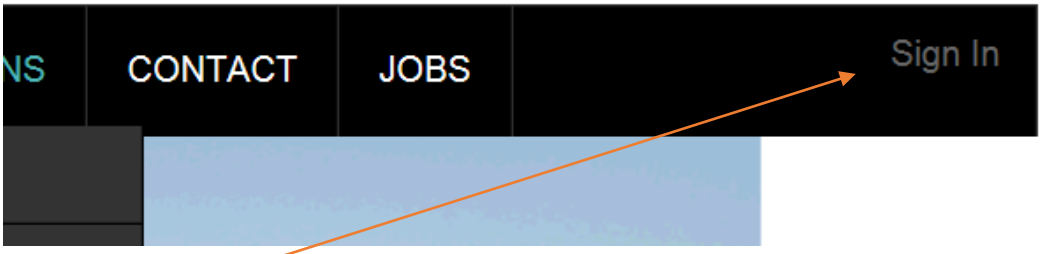
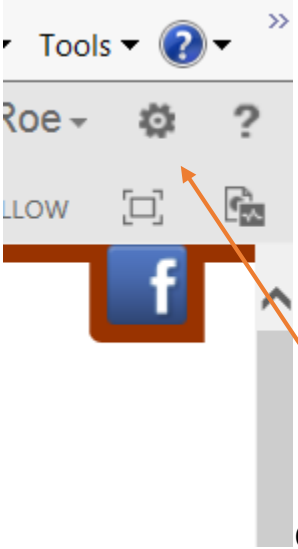
UPDATE DOCUMENT

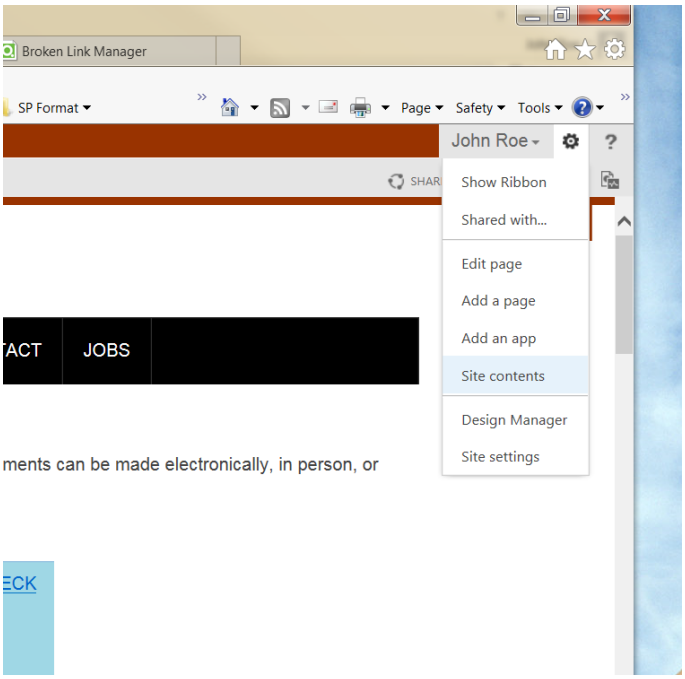
Browse to your page



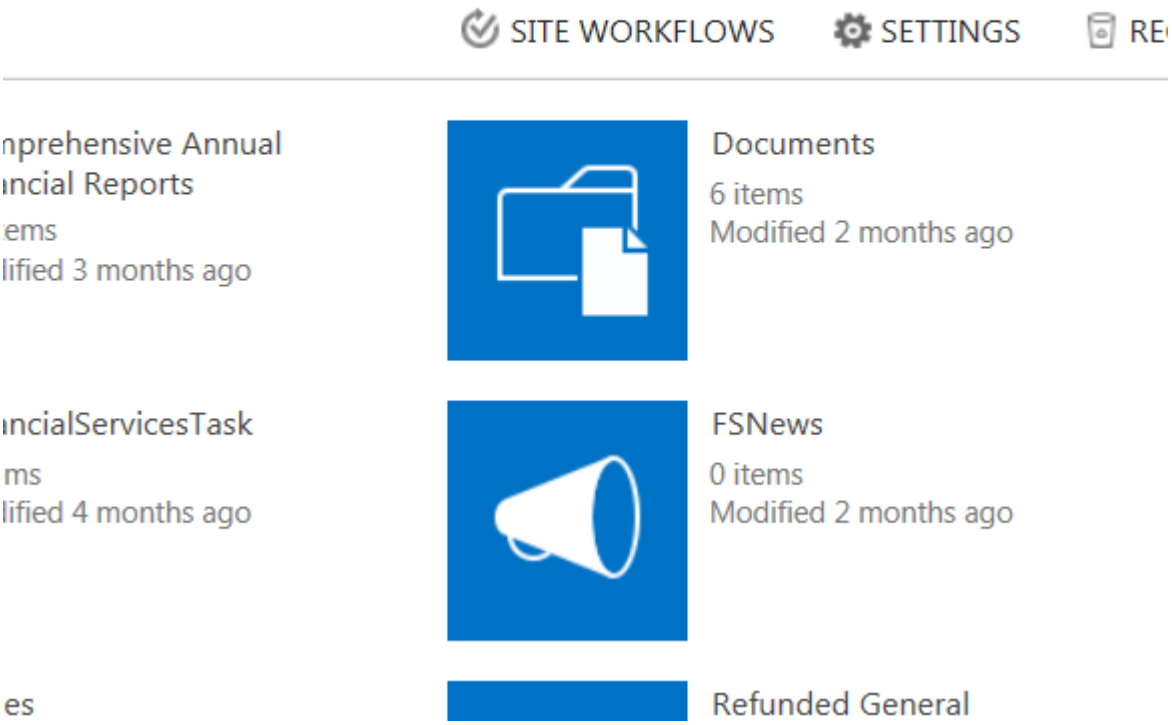
Sign In



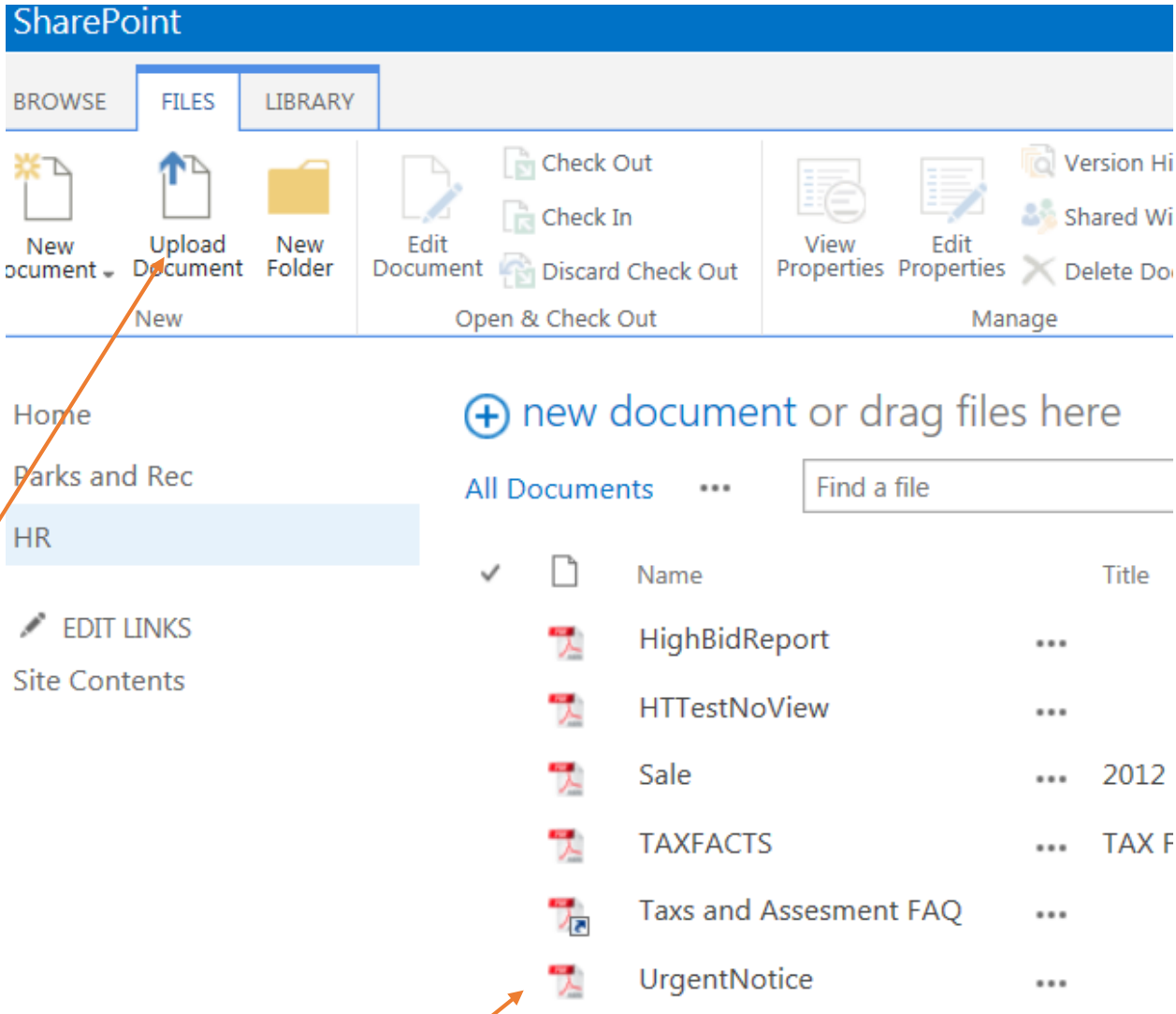
Click on the gear in the upper right corner



Click on Site Contents



Open the “Documents” library



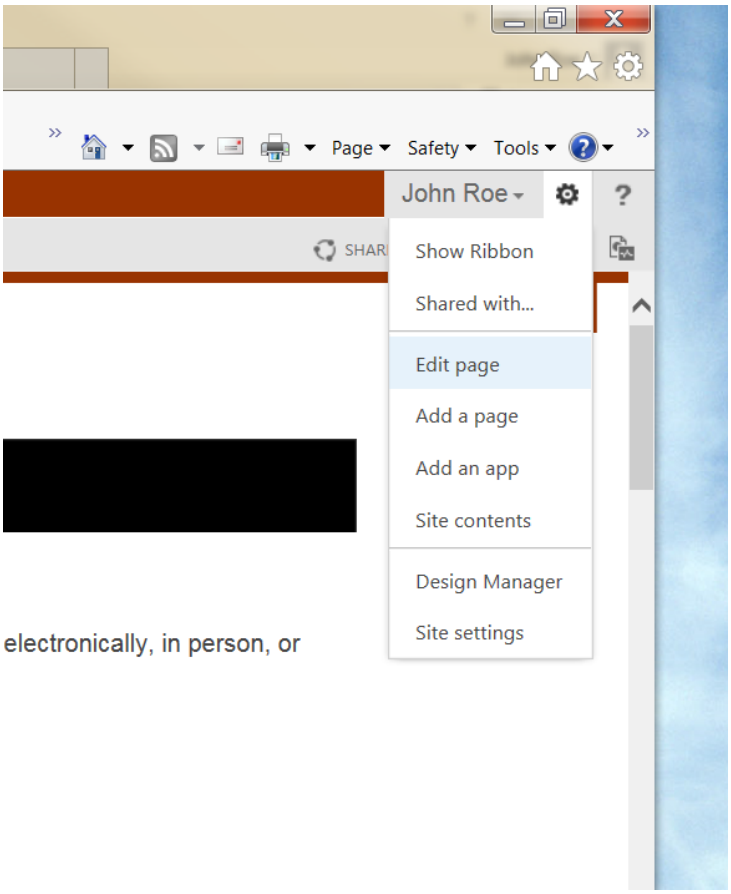
Overwrite the old UrgentNotice.PDF with your new UrgentNotice.PDF NOTE – KEEP THE NAME THE SAME

If it needs to be checked in, check in the document.

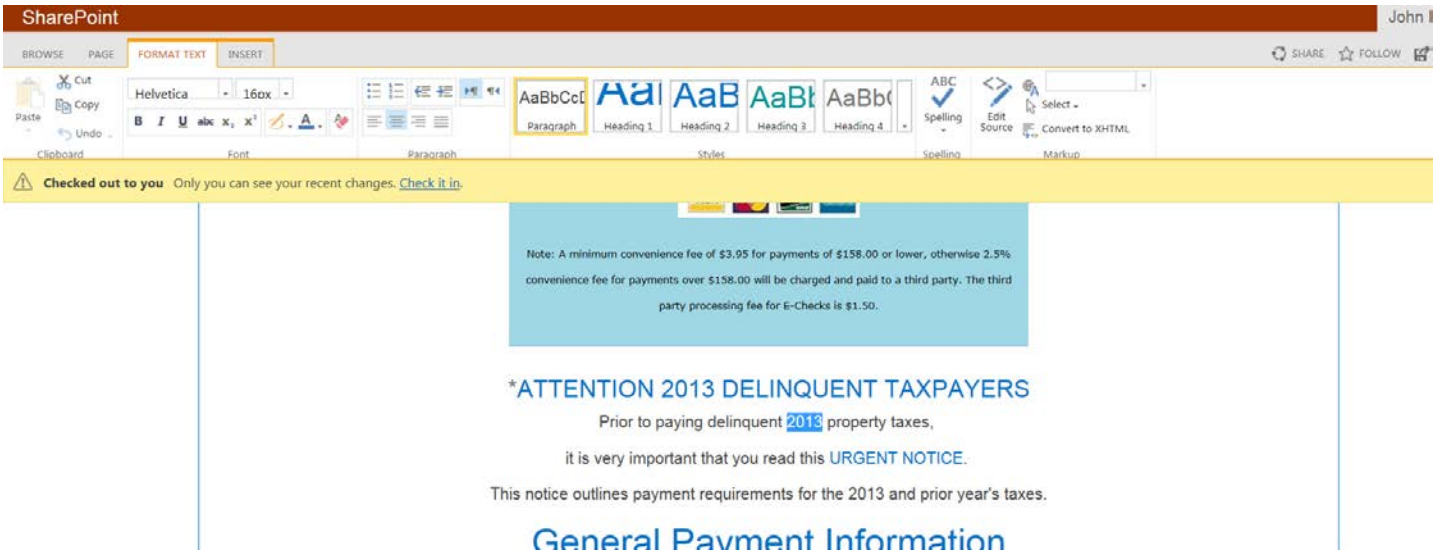
UPDATE WEB PAGE

After browsing to page and signing in

Click on the gear in the upper right corner and then edit page



Highlight and update text



When done editing "Check In" and it's live