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How to update the Welcome Message Dashlet

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The **Welcome Message Dashlet** is normally found on the Member Dashboard and can display a welcome message to the member or association news. This dashlet can be edited by admins through the **Edit Welcome Message** page.

- 1. Once you are on the Edit Welcome Message, you are able to hide or display the dashlet by checking or un-checking **Show Welcome Message**.
- 2. To edit the message, click into the message's preview.
- 3. The Welcome Message supports HTML code. To view the code, click **Source** on the tool bar.
- 4. To save the changes, click Save.