1. Go to Toolbox
2. Select Maintenance Menu
3. Turn System Lock off & select ok
4. Select Modify Activity
5. Select News (in activity row)
6. Select Modify Item Within Activity
7. Select cell you would like to edit (e.g., school news, home news, etc)
8. Select Spell Text for Message
9. Spell out your message and select ok
10. Select ok
11. Select Maintenance Menu
12. Turn System Lock on