

# Required Reading

Version 3

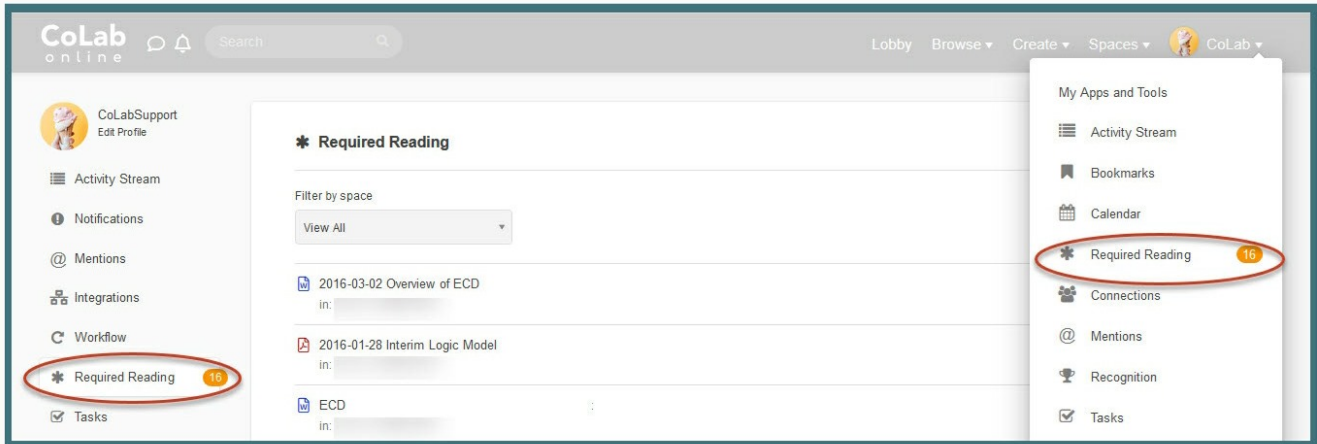
Published 11/18/2020 2:49 PM by [CoLab Support](#) Last updated 5/7/2021 2:16 AM by [CoLab Support](#)

## Required Reading

News, files, and other resources may be determined to be "Required Reading".

Steps:

1. Find "Required Reading" under My Apps & Tools or on the left menu. In addition, some spaces will have it listed on the main page.



2. Click open the document. Read, review and address key content.

3. Click 'confirm', which will remove the document from your required reading list and notify your administrators of the space that you acknowledge reading the content.

