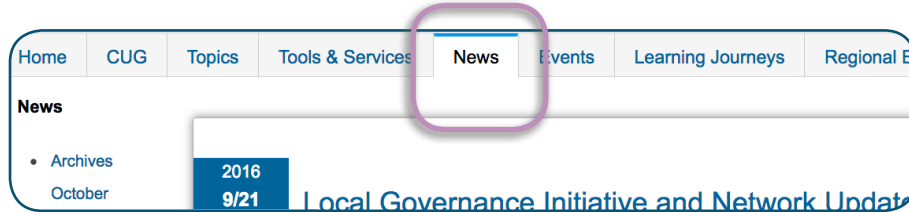
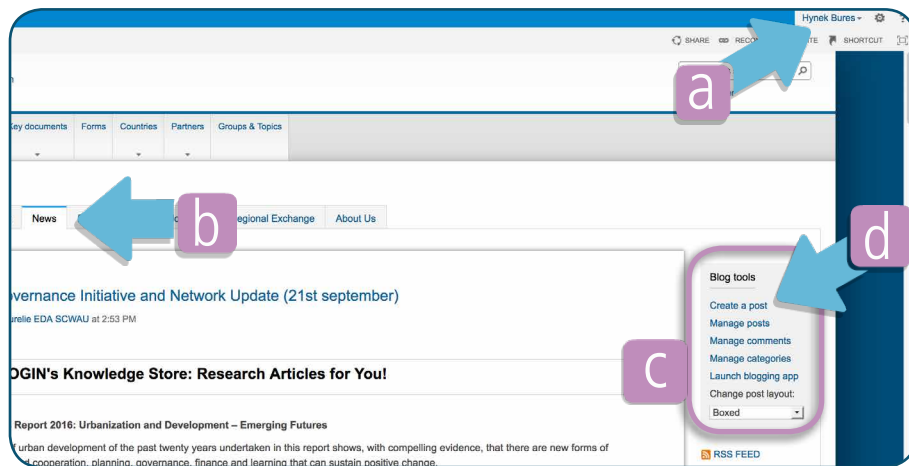


You will learn how to create a blog post under the news tap and what options you have to share it with a wider audience.

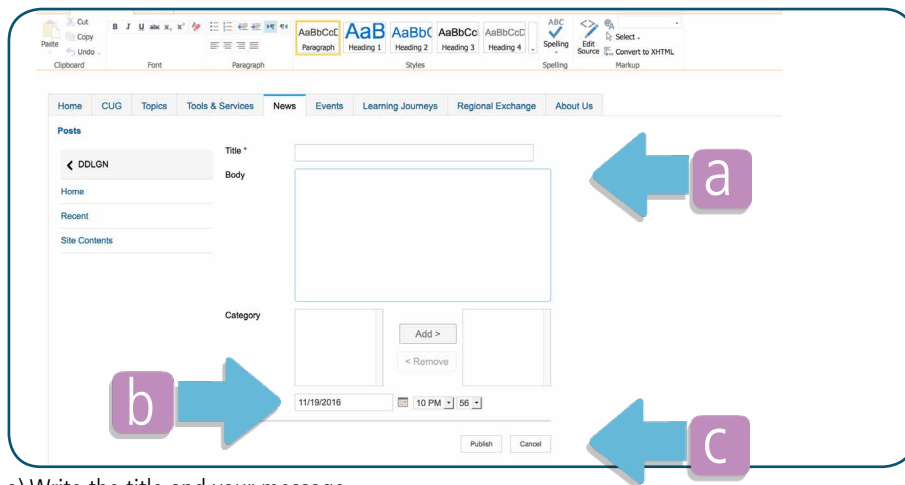


1



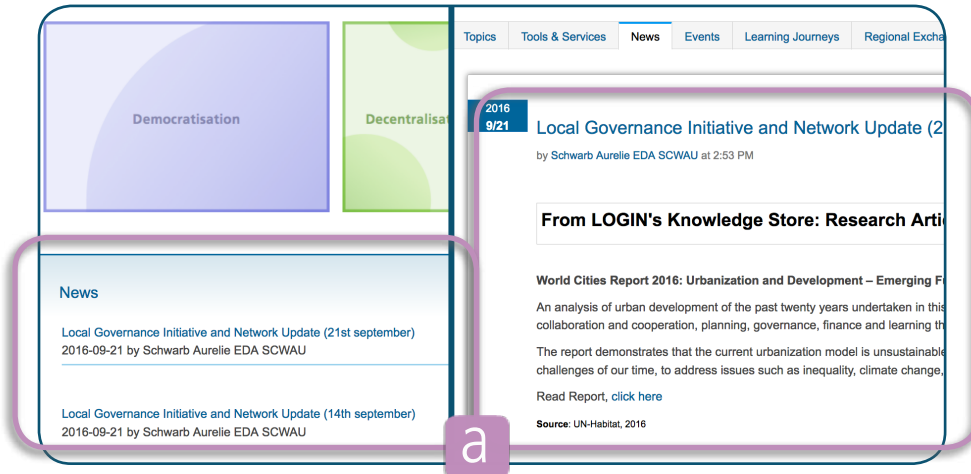
- a) Make sure you are logged in as a DDLGN SharePoint member
- b) Go to the **News** tab
- c) You have the administrative permissions to create news posts if you see this box
- d) Click on **Create a post**

2



- a) Write the title and your message
- b) Enter when your news is to be published
- c) Click the **Publish** button

3



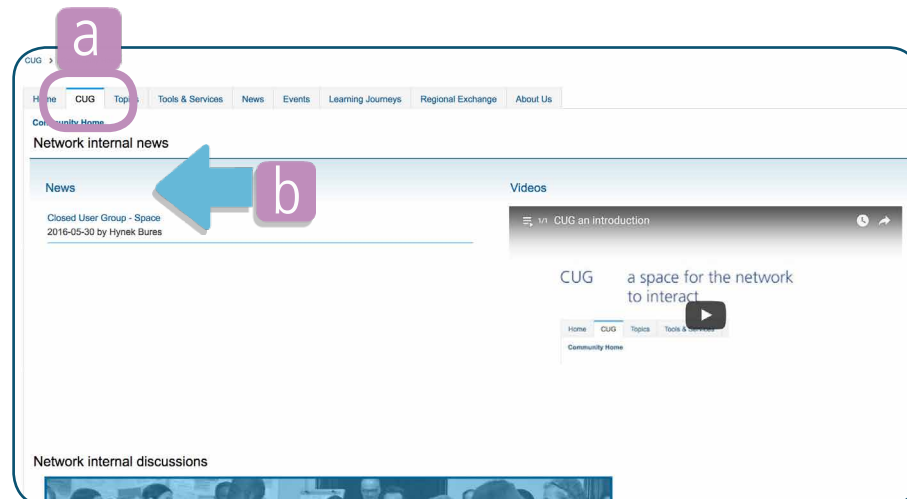
a) Your news post is published on the Home and the News tab and is visible to every visitor, i.e. member and non-member

4



a) To share your post with others, you can email the link
 b) To receive all news updates, subscribe to the RSS FEED or ALERT ME

5



a) To publish network internal news use the news feature under the CUG tab. The CUG tab is only visible to network members
 b) Click on News then follow step 1 & 2