SharePoint tutorials

How to create a news post

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.

Home	CUG	Topics	Tools & Services	News	Events	Learning Journeys	Regional E
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OGIN's Knowledge Store: Research Articles for You!	Manage categories Launch blogging app Change post layout:
Report 2016: Urbanization and Development – Emerging Futures	Boxed -
urban development of the past twenty years undertaken in this report shows, with compelling evidence, that there are new forms of	BSS FEED

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



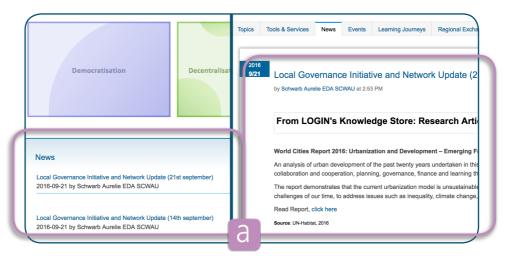
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- a) Write the title and your message
- b) Enter when your news is to be published
- c) Click the Publish button



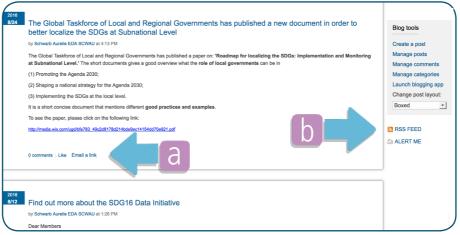


ddlgn and Local Governance



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

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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



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









