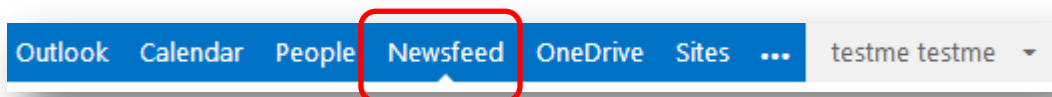


Using Your Blog in SharePoint

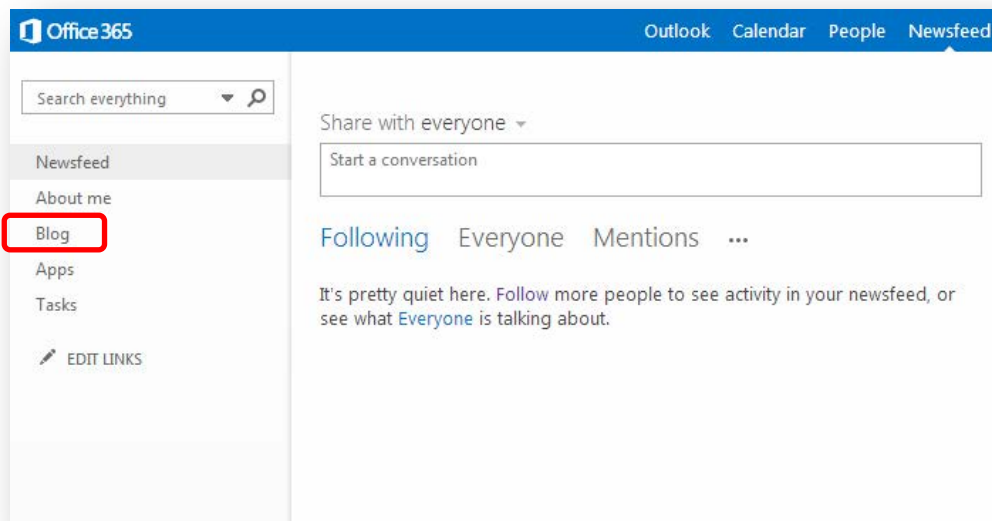
Microsoft's Office 365 SharePoint gives everyone a blog. You can organize posts into different categories. The blog is visible to anyone with a Knights Email account.

Creating a Blog Post

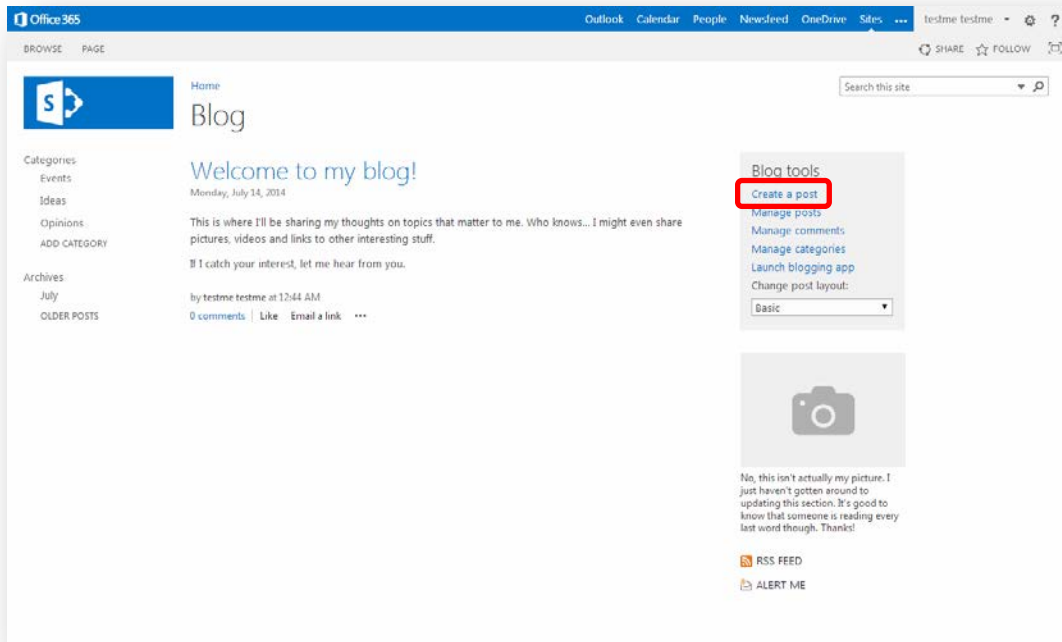
Go to your **Newsfeed**.



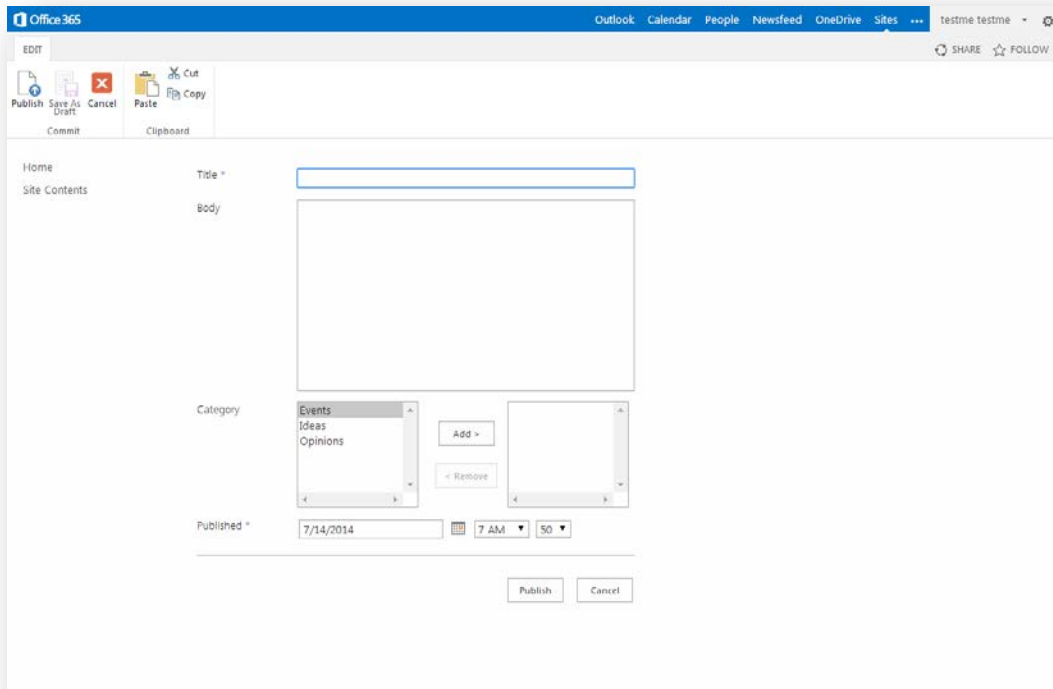
Click **Blog** to get to your blog.



To create a post, click **Create a post**.



Create your post and select the categories it should fall under, then click **Publish**.



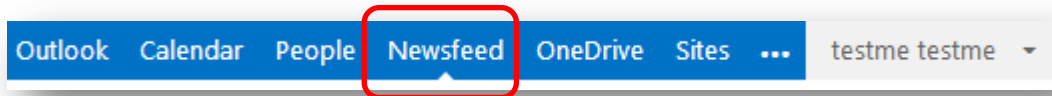
You have now created a post on your personal blog.



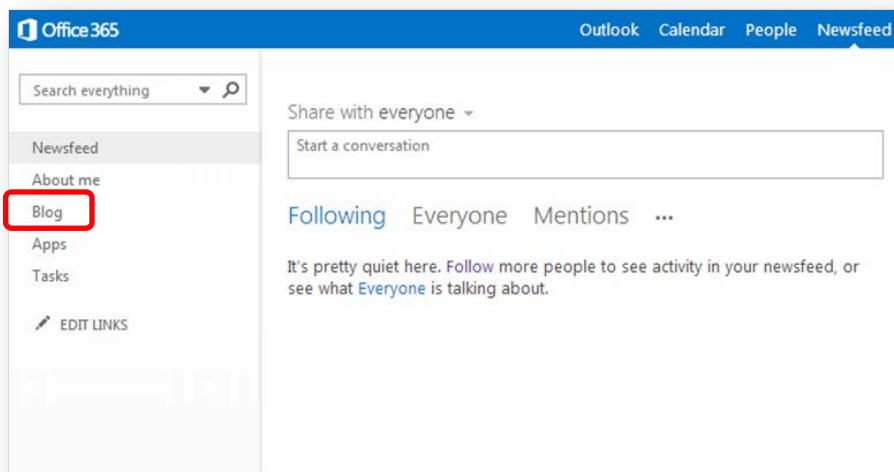
The screenshot shows a personal blog interface. At the top, the word "Blog" is displayed in a large, grey font. Below it, the first post is titled "Go Knights" in blue, with a subtitle "Monday, July 14, 2014". The author is listed as "by testme testme at 7:50 AM". Below the author information, there are links for "0 comments", "Like", "Email a link", and a three-dot menu icon. The second post is titled "Welcome to my blog!" in blue, with a subtitle "Monday, July 14, 2014". The main text of this post reads: "This is where I'll be sharing my thoughts on topics that matter to me. Who knows... I might even share pictures, videos and links to other interesting stuff. If I catch your interest, let me hear from you." Below the text, the author is listed as "by testme testme at 12:44 AM". At the bottom of the post, there are links for "0 comments", "Like", "Email a link", and a three-dot menu icon.

Customizing the Look of Your Blog

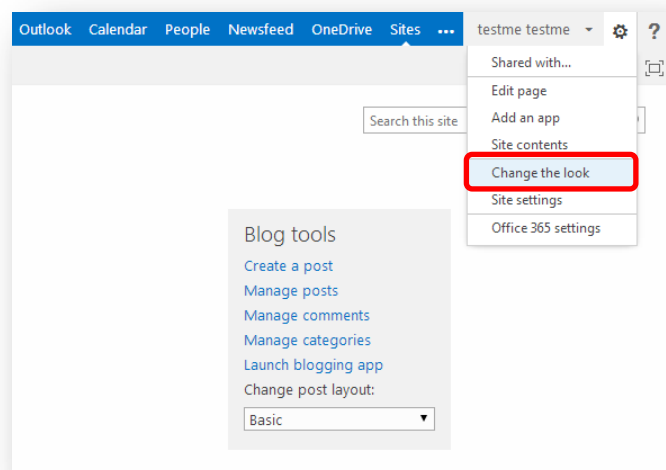
Go to your **Newsfeed**.



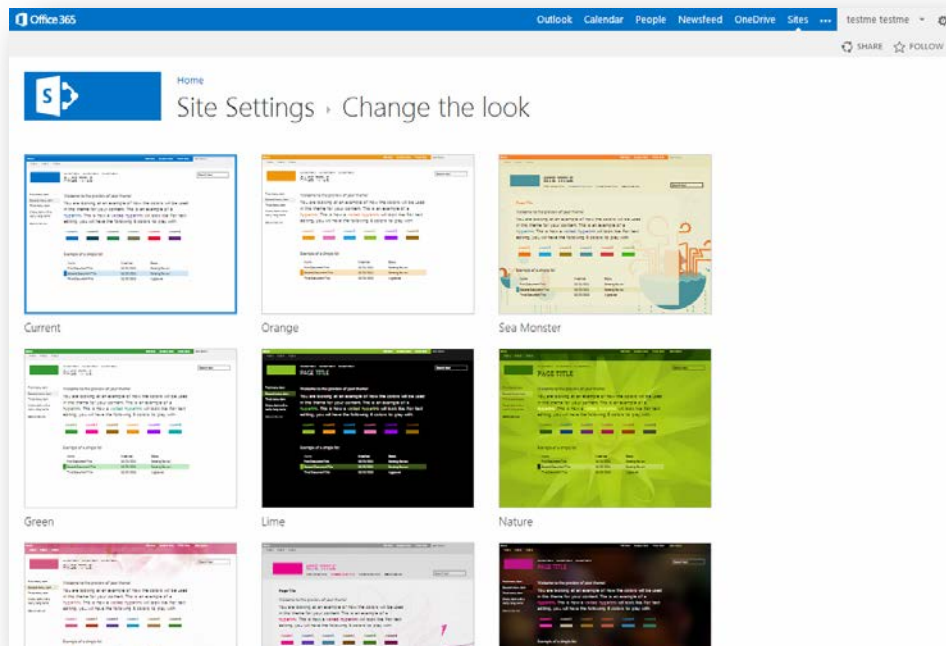
Click **Blog** to get to your blog.



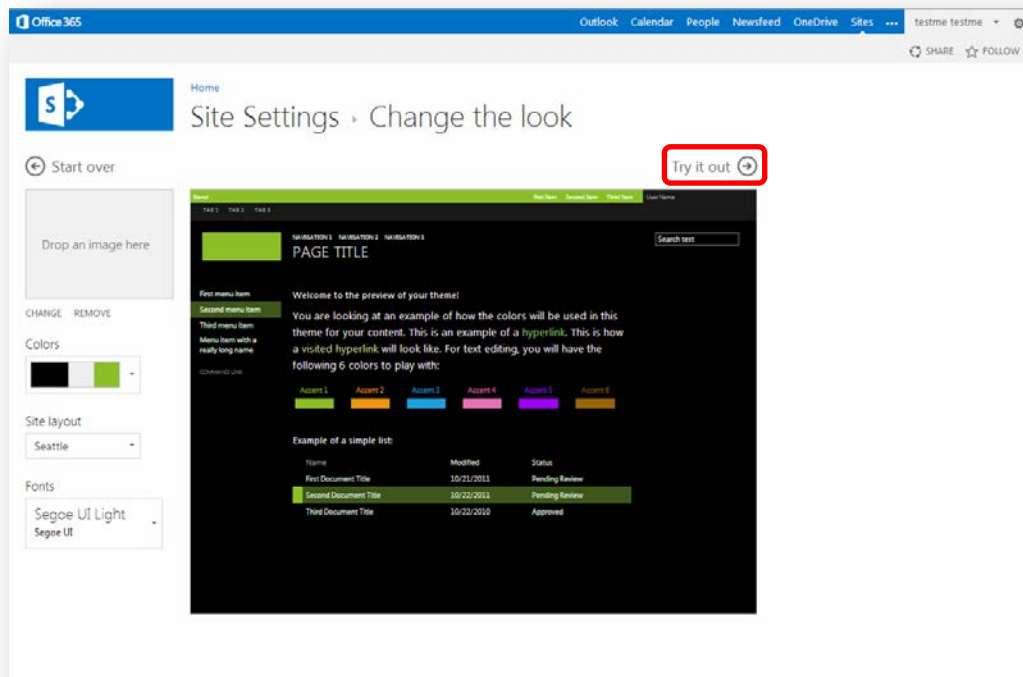
Click the Setting button in the top right corner and click **Change the look**.



Select a general template to use. You will customize it on the next page.



In the sidebar, you can customize the color, site layout, and font. When ready, click **Try it out**.



If you are satisfied with the layout, click **Yes, keep it**. To make changes, click **No, not quite there**.

