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.

**Go Knights**
Monday, July 14, 2014
by testme testme at 7:50 AM
0 comments | Like | Email a link

Welcome to my blog!
Monday, July 14, 2014
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.

by testme testme at 12:44 AM
0 comments | Like | Email a link
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**.