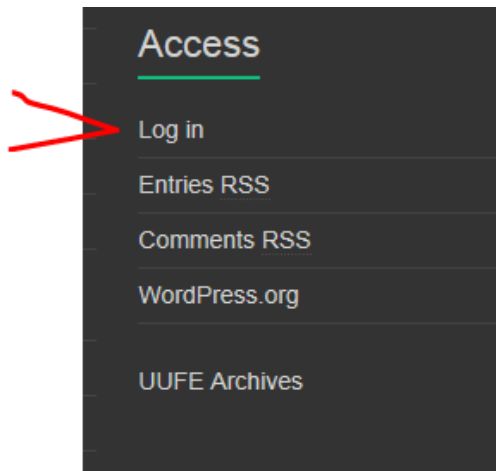


## How to Blog Your UUFE Newsletter Item

For help or more info, contact the Communications Team: [web@uufeaston.org](mailto:web@uufeaston.org)

1. Log in with the link found at bottom right of any web page:

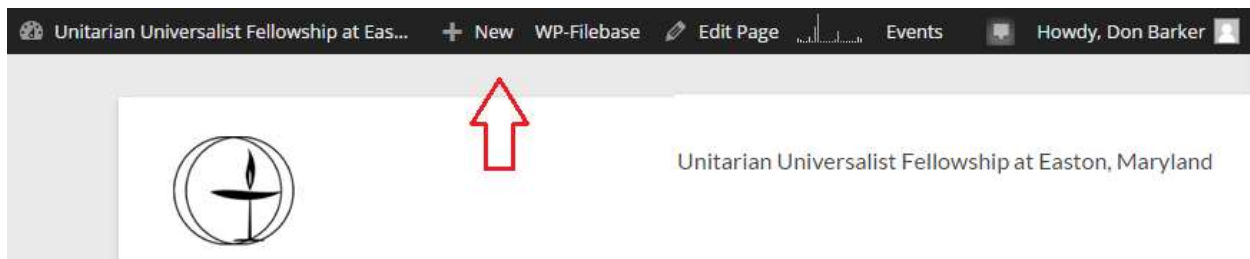


If you forgot your password, read [Lost My Password](#).

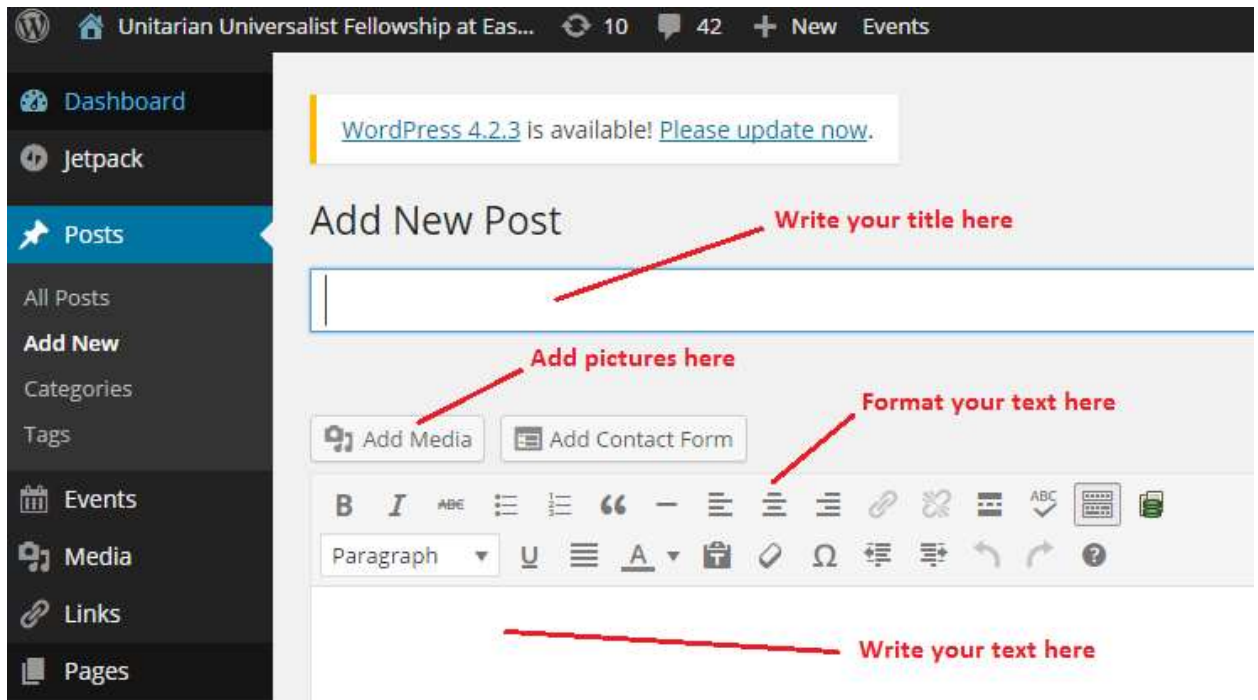
If you have never logged in to the UUFE web site, read [How to Log in and Change Password](#).

Other tutorials are [here](#).

2. At the top of the login page, click *New*. (The default action is *New Post*. That is, a new blog post. That's what you want. If you mouse over *New*, you'll see other options like *New Page*. That's not what you want.)

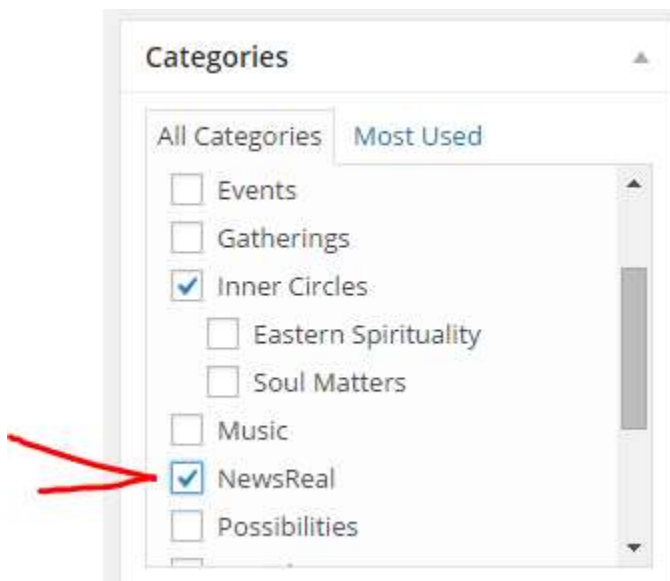


3. Write your text.

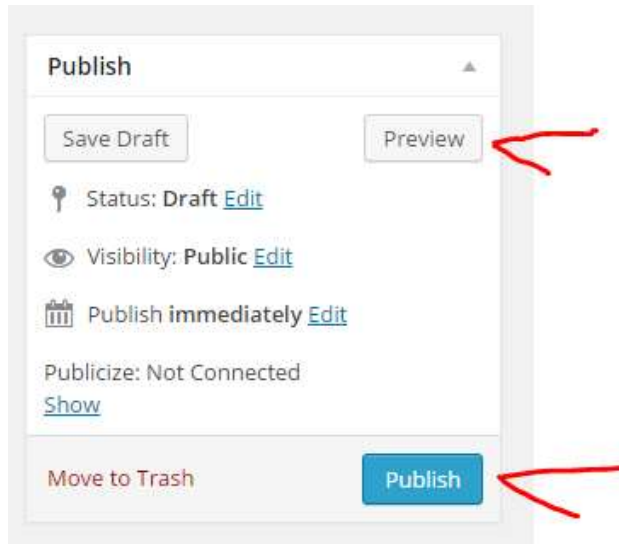


4. Check the *NewsReel* category box, and the box(es) for your committee or topic(s). Scroll up/down to see all the categories. If there's no category that fits your topic, please contact the Communications Team: [web@uufeaston.org](mailto:web@uufeaston.org)

Please note: You must check *NewsReel* for your item to be listed in the digital newsletter.



5. Use these options at the upper right to *Preview* your item, keep it as a private draft, etc. It's a good idea to proof-read your item in *Preview* mode before publishing. Yes, you can make changes any time after you publish. The changed item will appear in the web site, of course, but it will not be resent to mobile devices.



6. After you publish, you can view the item in read-mode same as others see it:

