
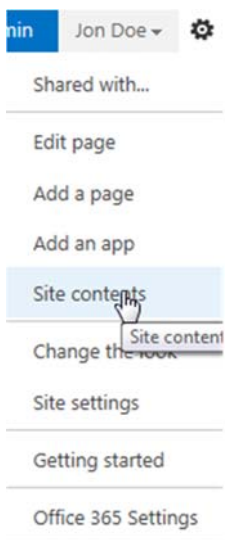


Create and manage a SharePoint blog

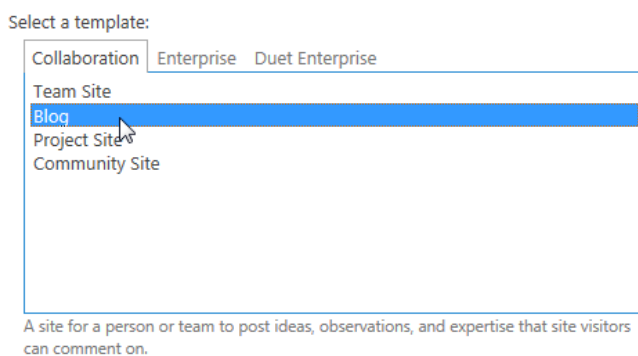
You can create a SharePoint blog to quickly share ideas and information in an informal way.

HOW DO I CREATE A BLOG?

1. Open your SharePoint site
2. On the **Settings**  menu, click **Site contents**



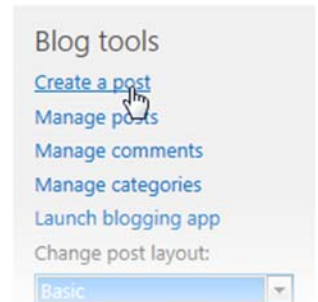
3. Click **new subsite**
4. Enter a title, description, and URL. Under **Select a template**, select **Blog**



5. Click **OK**.

CREATE A POST


1. On the home page of the SharePoint blog, under **Blog tools**, click **Create a post**
2. Enter a title, and an optional description
3. In the **Category** section, select as many categories as you want the post to be associated to, and click **Add**
4. Enter a publish date
5. Click **Publish**



ADD CATEGORIES

1. On the home page of the SharePoint blog, under **Blog tools**, click **Manage categories**
2. Click **new item**
3. Type a category name, and click **Save**.


BREAK INHERITANCE FROM THE PARENT SITE FOR A BLOG

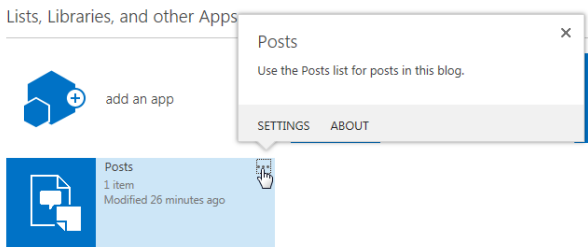
1. Open your SharePoint blog
2. On the **Settings**  menu, click **Site settings**
3. Under **Users and Permissions**, click **Site permissions**
4. On the **Permissions** tab, click **Stop Inheriting Permissions**



5. Click **OK**.

CREATE UNIQUE PERMISSIONS FOR LISTS AND LIBRARIES IN A BLOG

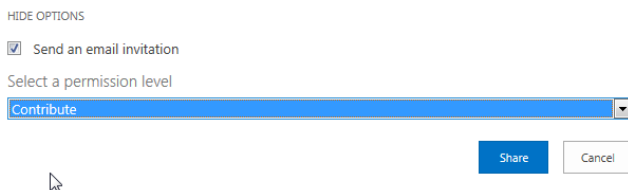
1. Open the SharePoint blog
2. On the **Settings**  menu, click **Site contents**
3. Click on the ellipsis next to **Posts** and then click **Settings**



4. On the **Settings** page, click **Permissions for this list.**
Permissions and Management

- ▣ **Permissions for this list**
- ▣ **Workflow Settings**
- ▣ **Information management policy settings**
- ▣ **Enterprise Metadata and Keywords Settings**
- ▣ **Generate file plan report**

5. On the **Permissions** tab, click **Stop Inheriting Permissions**
6. Click **OK**.
7. You can now add users and groups, and give them specific permissions. To do that, click **Grant Permissions**, on the ribbon.
8. Enter a user or group name, or email address
9. Click **Show Options**, and then select a permission level from the dropdown. Then click **Share**.



CHANGE A BLOG POST LAYOUT

On the home page of your SharePoint blog, under **Blog Tools**, select a post layout.

