

Spaces: Blogs

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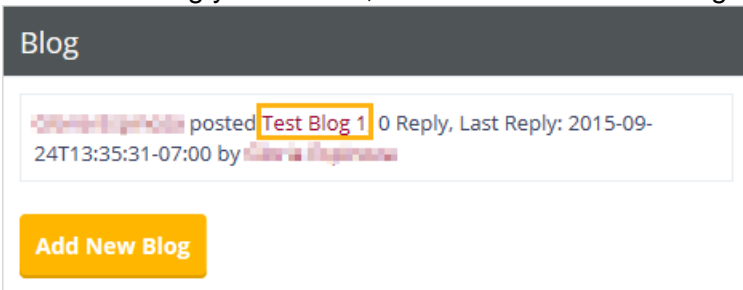
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Post and Edit a Blog

1. In the Blog box, click the **Add New Blog** button.



2. Complete the required fields and click the **Save** button.
3. To edit the blog you created, click on the title of the blog in the Blog box.



4. Click on the **Edit** button.

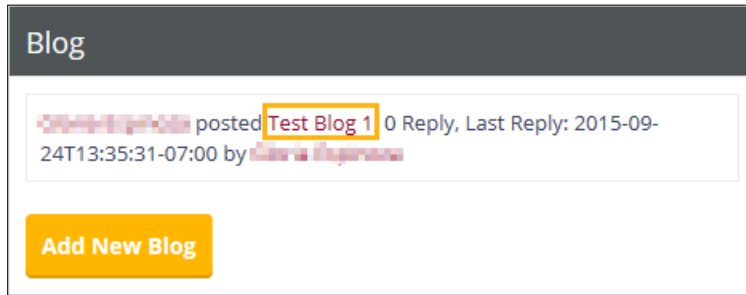


5. Make the edits to the blog, and click the **Save** button.



Subscribe or Unsubscribe to a Blog

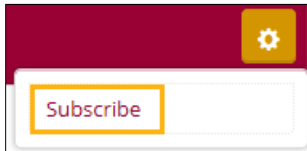
1. Click the title of the blog you would like to subscribe to in the **Blog** box.



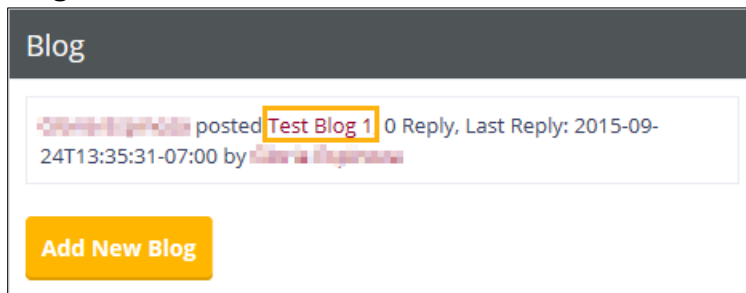
2. Click on the **Gear** button.



3. In the drop down menu, click **Subscribe**.



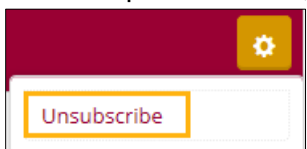
4. To unsubscribe to a blog, click on the title of the blog you would like to unsubscribe to in the **Blog** box.



5. Click on the **Gear** button.

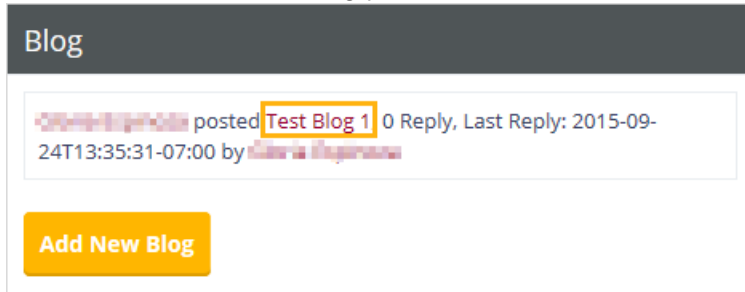


6. In the drop down menu, click **Unsubscribe**.



Comment on a Blog

1. Click on the title of the blog you would like to comment on in the **Blog** box.

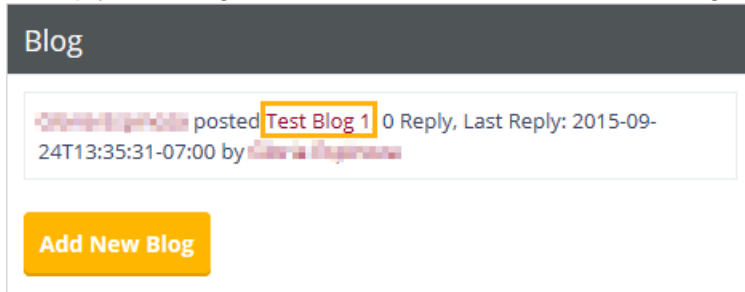


2. Select an appropriate subject line and write your comment in the **Comment** field, and click the **Save** button.

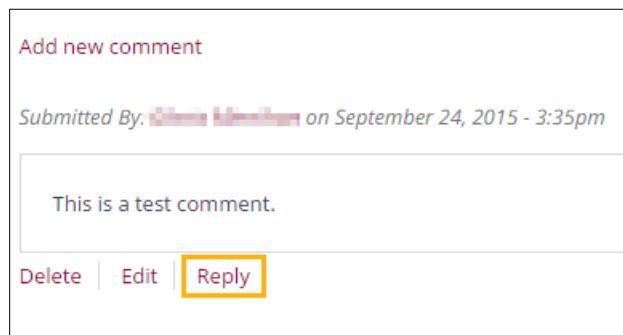


Reply to a Blog Comment

- To reply to a blog comment, click on the title of the blog in the **Blog** box.



- Locate the comment to which you would like to reply. Select the **Reply** option located below the comment.



- Select an appropriate subject line and write your comment in the **Comment** field and click the **Save** button.

