



Introduction to the News application

The News application is where articles are created and can be viewed.

Users can be permitted to view all News or just certain categories.

The index below offers more information on how to use the application. If you run into any issues or have a product functionality question, please submit a support ticket so our team can assist.

News application literature index

These guides are intended for [sysadmins & application administrators](#) - those who will advise end-users on how to use the application as well as manage the whole directory.

It is recommended to start at the top and read through in order.

[Admin Overview](#)

[How to create News channels & templates](#)

[News permissions](#)

[News notifications](#)

[Set up an approval process for articles](#)

[Front-end overview](#)

[Creating a News article](#)

[Deleting a News article](#)

[Creating News in other languages](#)

[Creating clickable Images in News](#)

[The difference between News & Blogs](#)

Further Learning

We have an e-Learning course available [here](#) on Discover that covers the People application in detail and would suit new administrators or those looking for a refresher.

Created on 13 February 2026 by [Hannah Door](#). Last modified on 19 February 2026

Tags: [article](#), [news](#), [guides](#)