



Creating a Blog channel

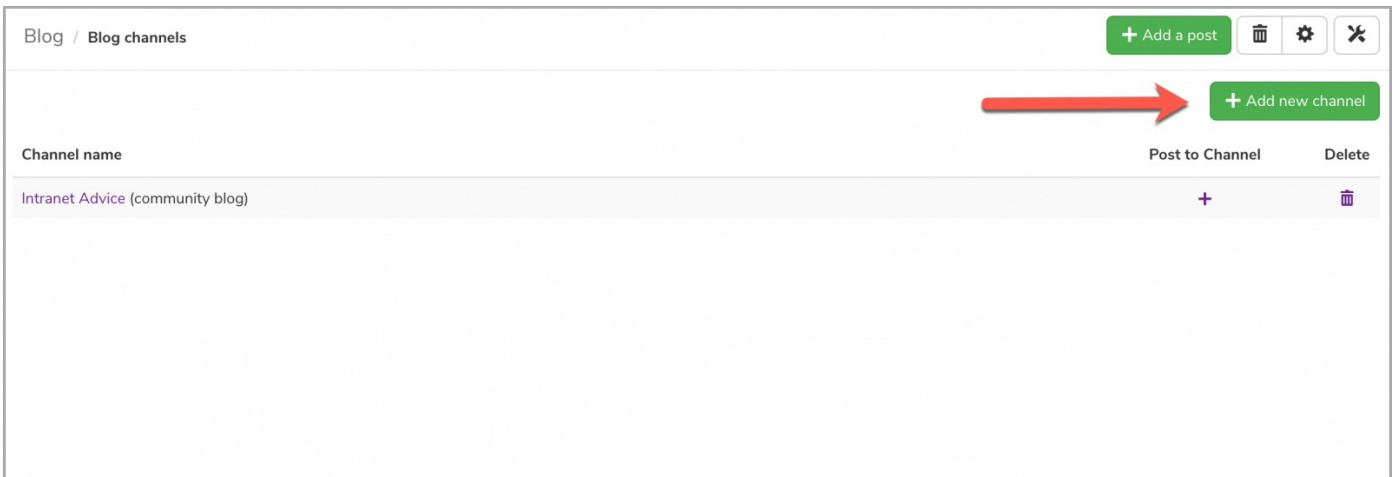
Archived

This guide will cover how to create different channels to help organise your Blogs and help users find the information they want.

Adding a channel

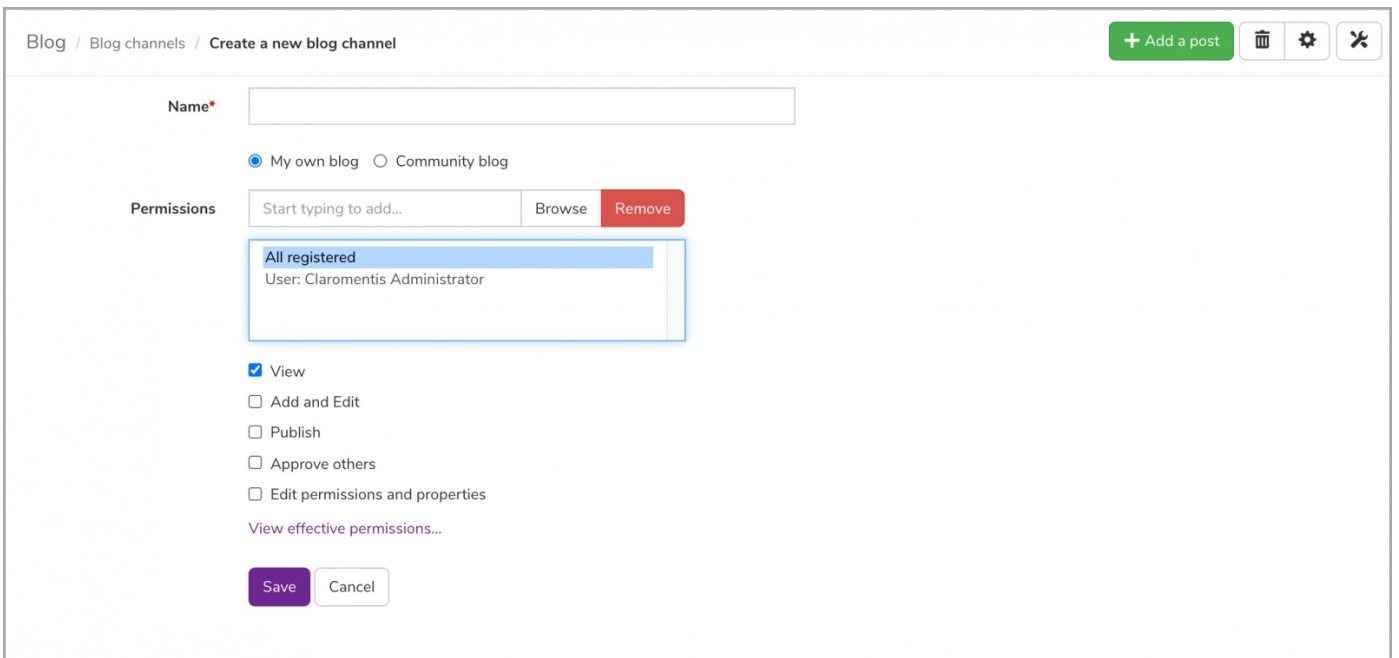
1. Navigate to **Applications > Blog > Settings**.

2. Edit any existing channels or create a new channel by clicking on **+ Add new channel**.



3. Enter the following information:

- **Name:** The name that will appear in the Blog application.
- **Blog Type:** The option to choose whether this blog channel will be for more personal content or communal (i.e. business) purposes.



As per permissions, you can check any of the necessary boxes:

- **View:** Users will be able to view and comment on articles.
- **Add and Edit:** Users will be able to add new posts as well as edit their own content.
- **Publish:** Users will be able to publish articles they create outright.
- **Approve:** Users can edit other users' submitted draft posts, approving them to make them live or rejecting them for further edits.

Please note: An approval process can be set up by allowing users to submit articles for approval only (Giving them View + Add and edit rights). Then any other users with the 'Approve others' permission to the channel will be able to see the submitted drafts and make them live once ready. Anyone with the 'publish' permission, however, can post to the channel straight away without needing approval. Setting up an approval process on channels is optional.

Any user with only 'View' and 'Add & Edit' rights can only submit content as a draft and NOT make this live. Then users with the 'approve others' permission can push the content to publish.

Blog / Create a new blog post + Add a post

Warning: you don't have publish rights on this channel. Blog will seek for further approval after editing.

Article details | Additional options | All

Channel: Intranet Advice

Title:

Tags:
popular tags: intranet, claromerits, microsoft, excel, social


Picture:

Short Summary: [SOURCE]

4. Once the permissions have been set, click **Save** and you will be able to see your newly created channel.

Blog / Blog channels + Add a post 🗑️ ⚙️ ✂️

+ Add new channel

Channel name	Post to Channel	Delete
B.L.O.G. 	+	🗑️
Intranet Advice (community blog)	+	🗑️