

Getting Started in OHANA

Blogs

- 1) First go to the website in your web browser.
- 2) Login to the account you plan to add a Blog to.
- 3) Go to **My Homepage** from the navigation.
- 4) Select **My Blogs** from the **My Tools** menu.
- 5) Depending on your web editor privileges, you may select from the following options:
 - a. **Create a New Blog.** (*personal blog*)
 - b. **Create a New Organization Blog** (*corporate blog*)
- 6) If you select **Create a New Blog.** (*personal blog*) you will have the following **Blog Sharing** options:
 - a. Share Publicly
 - b. Share with Logged in Users
 - c. Share with Friends
 - d. Keep Private
 - e.
- 7) If you select **Create a New Organization Blog** (*corporate blog*) you will have the following **Blog Security** options:
 - a. Grant Access to Everyone
 - b. Grant Access to Logged-in Users Only
 - c. Keep Private and Decline access to everyone
 - d. Or Select Groups to Grant Access (*may choose multiple here*)
- 8) Enter a **Subject** for your Blog entry.
- 9) In the **Blog Message** area – type the details of you message. The toolbar here will allow you to format your text.
- 10) Click the **Save** button below the Blog to publish your entry.
- 11) Be sure to read the great posts that members may have already posted!
- 12) If you would like to comment on another Blog, click on the topic from the list.
- 13) At the bottom of the message, enter your **Comments**.
- 14) Click on **Post Comment** to save your message.