SharePoint® win

Share updates and ideas through a blog

A Microsoft® SharePoint® 2010 blog is a great way for you or your organization to quickly share information and spark a dialogue as people comment on your posts. Once you create a blog in SharePoint 2010, you can set up categories and customize the blog settings.

For a video on blogging in SharePoint, see: http://office.microsoft.com/en-us/sharepoint-server-help/video-create-a-blog-VA101887977.aspx

To create a blog:

Note: You must have permission to create a site.

1. Click **Site Actions**, and then click **New Site**.

2. In the Create dialog box, click the **Blog** site template.

3. In the Title box, type a name for your blog site.

4. In the URL name box, type the last part of the Web address that you want to use for your blog site.

5. Do one of the following:

   • To quickly create your blog according to the default settings, click **Create**.

   • To customize some of the site settings, such as set unique permissions, select **More Options.**

6. In the Permissions section, do one of the following:

   • If you want to use the same permission and groups as the parent site, click **Use same permissions as parent site.**

• If you want to set up unique permission for the blog, click **Use unique permissions**. If you select unique permissions. Set up permissions after you finish entering the settings on the current page.

• To display the top link bar from the parent site on pages in your blog, click **Yes** in the Navigation Inheritance section.

7. Click **Create**.

8. If the Set Up Groups for this Site page appears, set up the visitors, members, and owners of the site.

Life win
BLOG IT OUT

There are millions of blogs in existence – ranging from online diaries to corporate blogs to blogs about cats that look like celebrities.

That number may sound intimidating, but your blog doesn't have to compete with all of that. As long as you've got info that's useful for you and your organization, you need to get the word out.