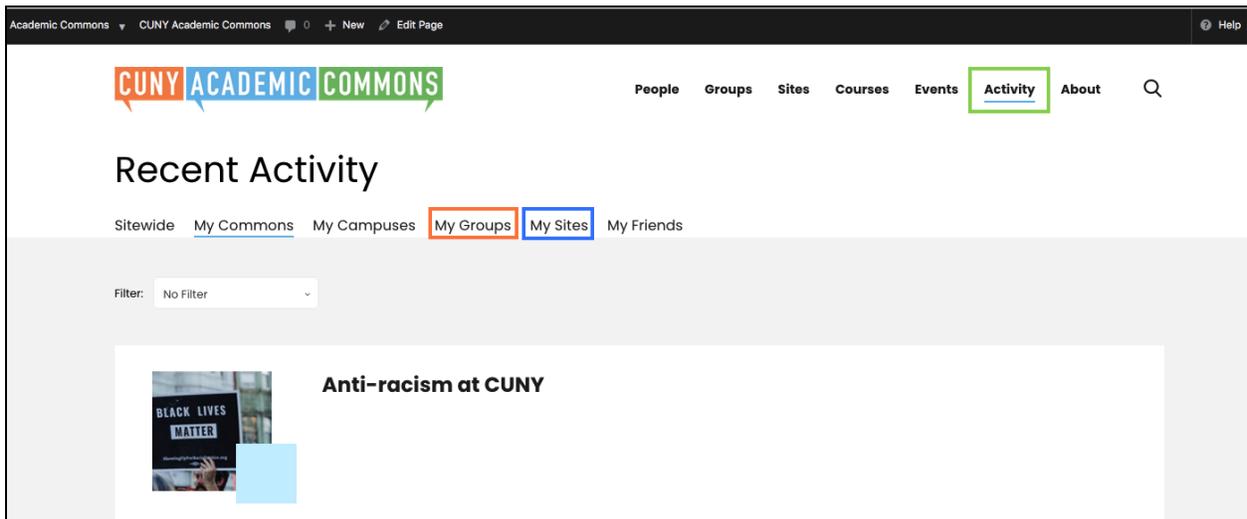


In order to post, you must have a Commons account and be added as an Author on the site or a member of the group where you will be posting. You must be logged in to post.

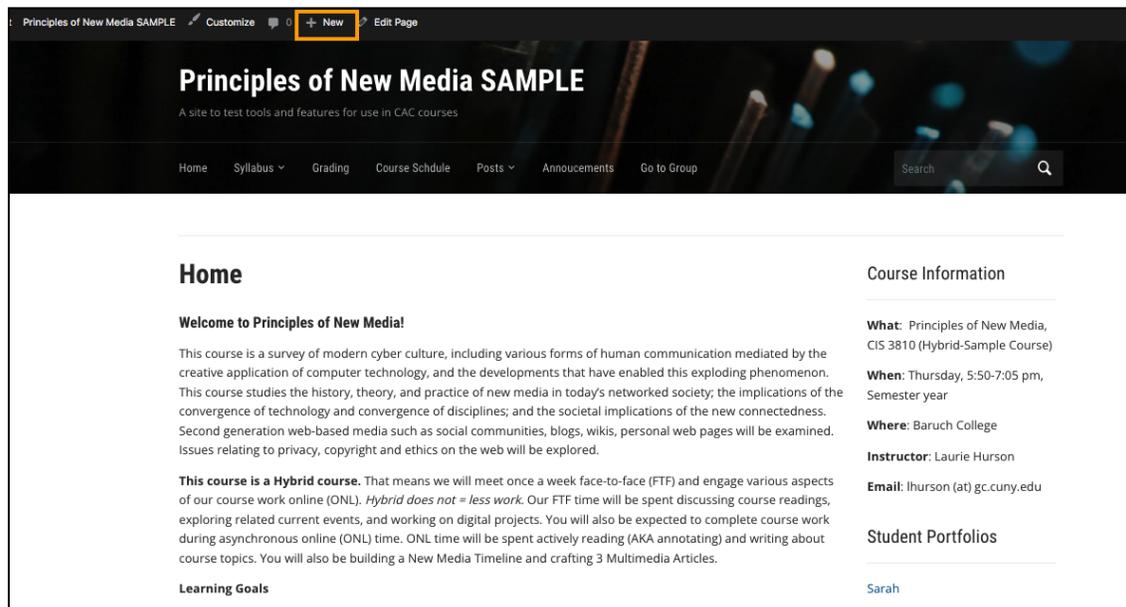
Posting on a Site

Go to **Activity > My Sites** and visit the site where you will be posting.

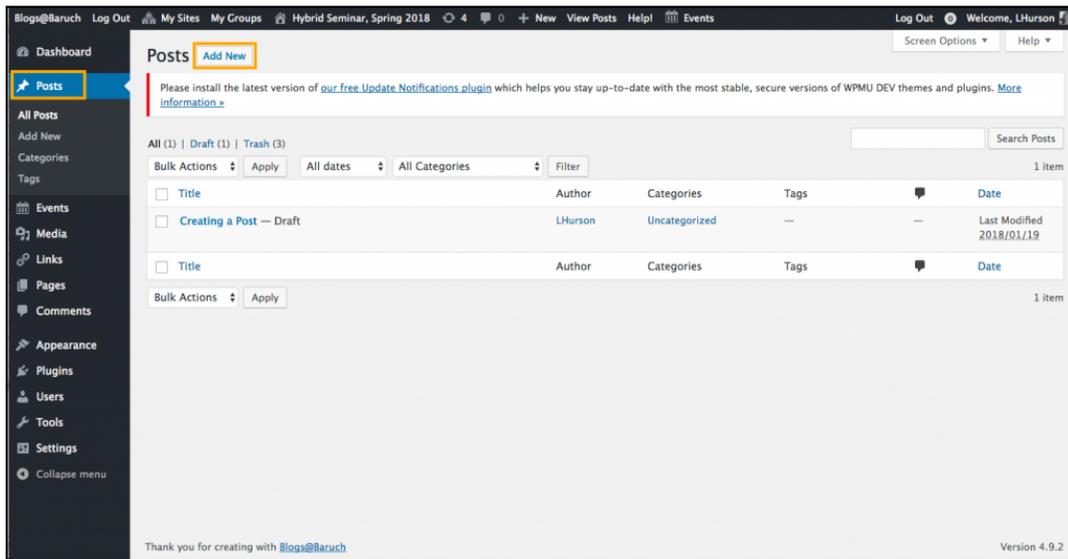


Once you are on the site, you can create posts in one of two ways.

Option 1: Click “+New” in the black admin bar at the top of the site.

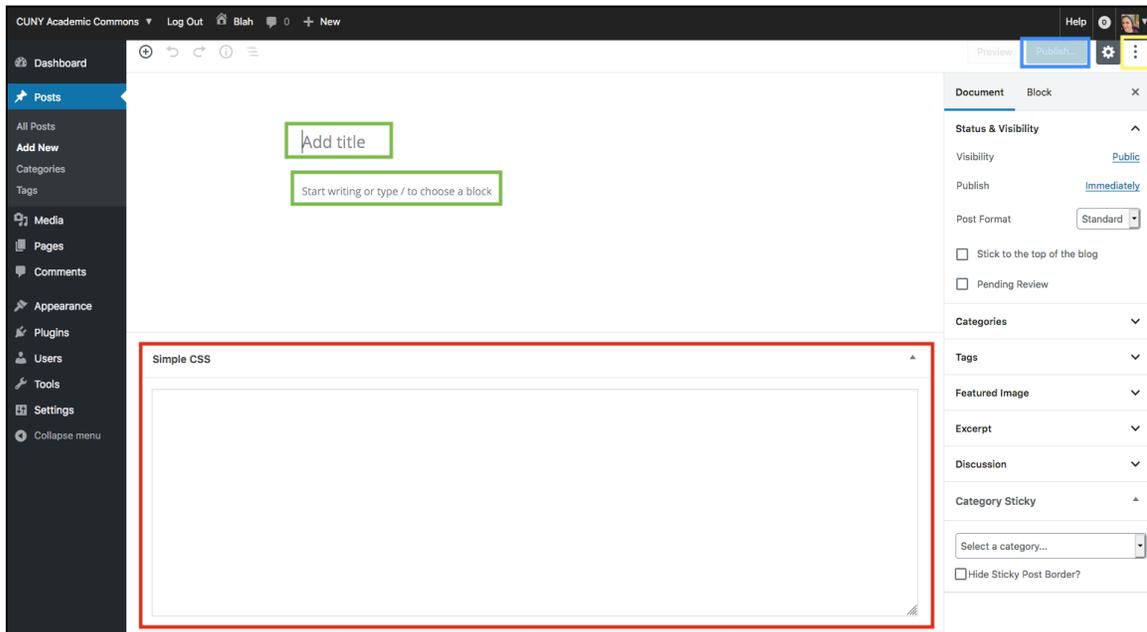


Option 2: In the dashboard of the site where you will be posting, visit the “**Posts**” area and click the “**Add New**” button on the top left.



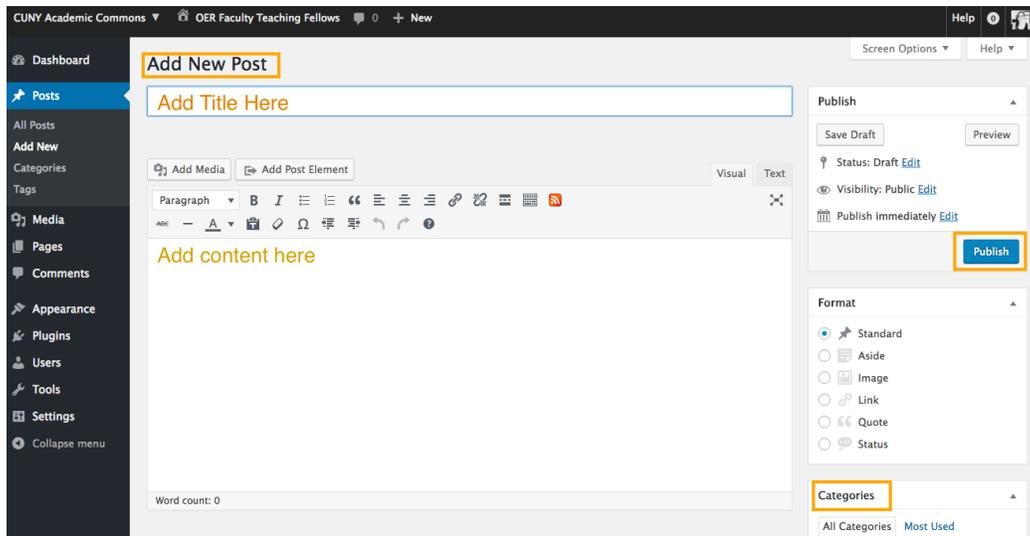
There are two Editor layouts. To post in the **Block Editor** (below), add a title and post content (green boxes). Make sure not to write in the “Simple CSS” area (red) because this content will not be visible to the post reader.

If you’d like to switch to the classic editor click the three dots (yellow box) and select classic editor.



In the **Classic Editor**, add a post title and content.

Once your post is complete, click the blue **“Publish”** button.



Posting in a Group

To post in the Group, visit the Forum (orange). You can click the “Post new topic” button, or you can use the field below to post the forum (green). You can also click into and respond to previous forum threads (blue).

