Creating and Using a SharePoint Blog

You can use a blog to communicate ideas, findings, information and encouragement to people in your workgroup. A typical blog contains entries that people post over time. The entries are in reverse chronological order with the most recent being on top. Comments are collected on the blog post from viewers.

To create a blog:

1. Click on the View All Site Content at the top of the bar on the left.
2. Click on Create at the top.
3. Under Web Pages click on Sites and Workspaces.
4. In the Title box enter the name you want for your Blog.
5. Enter a Description.
6. You can put in a page name, if you do name it blog, like Ag_blog.
7. Select Blog under Template.
8. Leave the permissions and navigation as default, they can be changed later.
9. Click Create.