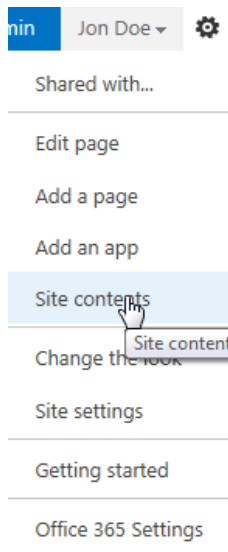


Create and manage a SharePoint blog

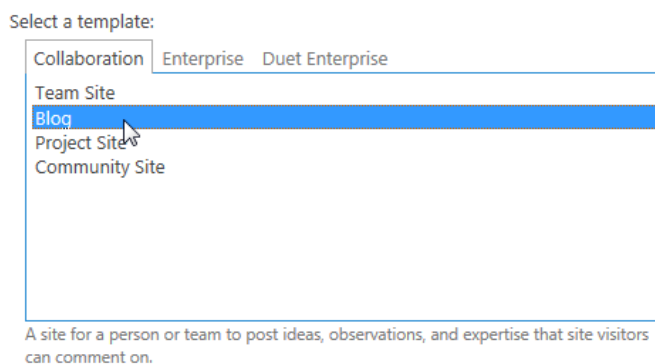
You can create a SharePoint blog to quickly share ideas and information in an informal way.

HOW DO I CREATE A BLOG?

1. Open your SharePoint site.
2. On the **Settings**  menu, click **Site contents**.



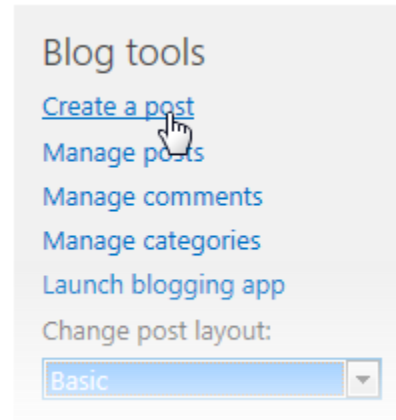
3. Click **new subsite**.
4. Enter a title, description, and URL. Under **Select a template**, select **Blog**.



5. Click **OK**.

CREATE A POST

1. On the home page of the SharePoint blog, under **Blog tools**, click **Create a post**.



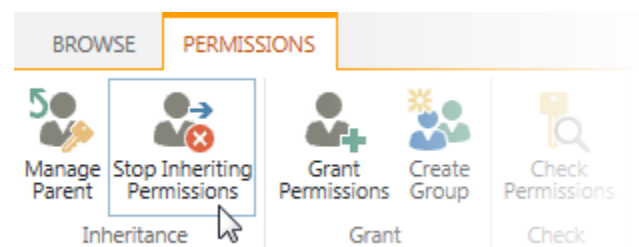
2. Enter a title, and an optional description.
3. In the **Category** section, select as many categories as you want the post to be associated to, and click **Add**.
4. Enter a publish date.
5. Click **Publish**

ADD CATEGORIES

1. On the home page of the SharePoint blog, under **Blog tools**, click **Manage categories**.
2. Click **new item**.
3. Type a category name, and click **Save**.


BREAK INHERITANCE FROM THE PARENT SITE FOR A BLOG

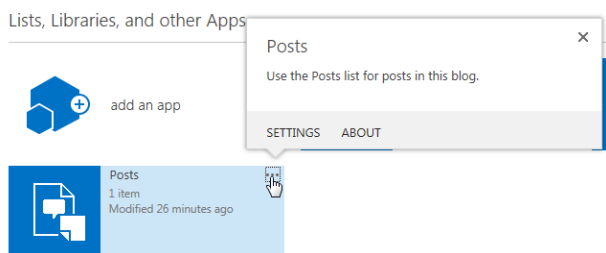
1. Open your SharePoint blog.
2. On the **Settings**  menu, click **Site settings**.
3. Under **Users and Permissions**, click **Site permissions**.
4. On the **Permissions** tab, click **Stop Inheriting Permissions**.



5. Click **OK**.

CREATE UNIQUE PERMISSIONS FOR LISTS AND LIBRARIES IN A BLOG

1. Open the SharePoint blog.
2. On the **Settings**  menu, click **Site contents**.
3. Click on the ellipsis next to **Posts** and then click **Settings**.



4. On the **Settings** page, click **Permissions for this list**.

Permissions and Management

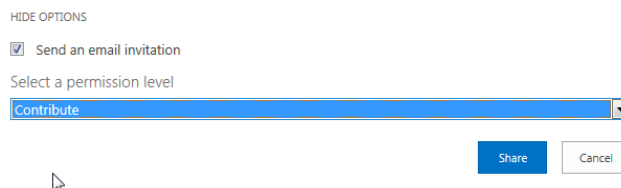
- ▣ **Permissions for this list**
- ▣ Workflow Settings
- ▣ Information management policy settings
- ▣ Enterprise Metadata and Keywords Settings
- ▣ Generate file plan report

5. On the **Permissions** tab, click **Stop Inheriting Permissions**.
6. Click **OK**.

SEE ALSO:

- **Introduction: Control user access with permissions**
<http://office.microsoft.com/en-us/support/introduction-control-user-access-with-permissions-HA102771919.aspx>
- **What is permissions inheritance?**
<http://office.microsoft.com/en-us/office365-sharepoint-online-enterprise-help/what-is-permissions-inheritance-HA102772762.aspx>

7. You can now add users and groups, and give them specific permissions. To do that, click **Grant Permissions**, on the ribbon.
8. Enter a user or group name, or email address.
9. Click **Show Options**, and then select a permission level from the dropdown. Then click **Share**.



CHANGE A BLOG POST LAYOUT

On the home page of your SharePoint blog, under **Blog Tools**, select a post layout.

