**Step 1:** Click on News & Events (or News) in the yellow bar.



**Step 2:** Scroll down and find the news item you want to promote to the homepage.



**Step 3:** Click on the title of that news item to open that page.



**Step 4:** Click Edit.



**Step 5:** Scroll down. Click Publishing Options.



**Step 6:** Click Promoted to Front Page.



**Step 7:** Click Save.



**Step 8:** Now to check your work. Go to the site’s landing page and make sure the article you promoted to the front page appears under news.

