**Step 1:** Click on Add Content in the gray bar.



**Step 2:** Select Article.

**Step 3:** Give the article a title. This should be the same title on the current CCOM page or the actual title of the article you are creating.



**Step 4:** Enter the text into the body area. If copying the text from Microsoft Word, another website, an email, etc. use the Paste from Word button.



**Step 5:** Click on Edit Summary button. This will be the 1-2 sentence summary or the first couple sentences of the article that will show up on the news homepage.



**Step 6:** Click Save. You will now see your news article on the news page.



\*\*\* For news articles you do not need to provide a menu link. All articles will automatically appear on the news page.