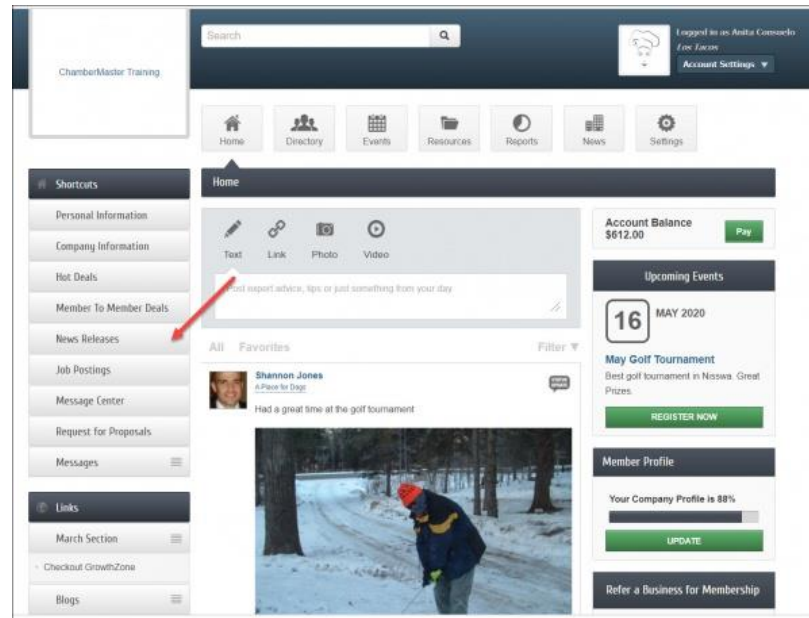
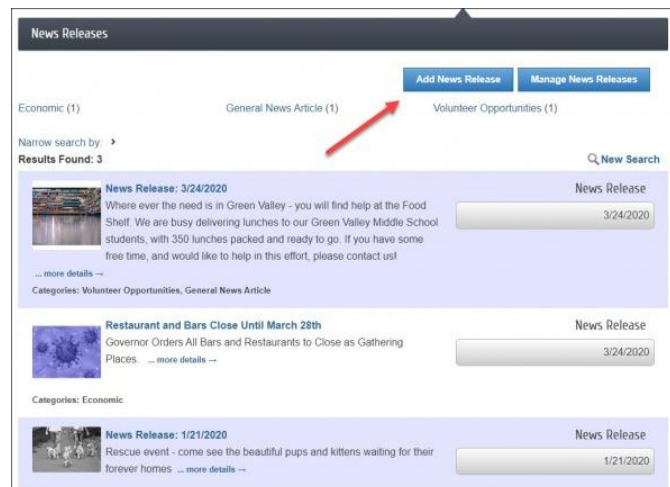


Submit a News Release from the MIC

1. In the MIC, select **News Releases** in the left hand panel.



2. Select **News Releases** from the left side menu.



3. Click **Add News Release**.

News Releases - Create

Manage News Releases

General

Title:
News Release: 3/24/2020

Displayed Release Date: 3/24/2020 Publish Start Date: 3/24/2020 Publish End Date: 4/24/2020

BodyText:

Rich text editor toolbar with icons for undo, redo, search, link, unlink, list, indent, outdent, bold, italic, underline, strikethrough, text color, background color, link, unlink, and a smiley face. Below the toolbar are dropdown menus for Styles, Format, Font, and Size.

4. Complete the following information:

- **Title:** Enter a title for the news release.
- **Displayed Release Date:** This date is displayed on the news release page to let people know the "age" of the release.
- **Publish Start/End Date:** Indicate when you would like to first publish this news release, and when it should no longer be published.
- **Body Text::** Enter in the actual news release.
- **Meta Description:** Enter a 1-2 sentence summary of your content; often visible in search engine results and social media posts/shares; 320 characters max.
- **Categories:** Select the category(ies) under which this news release should be.
- **Search Results Logo:** Select the image that you wish to display in News Release search results.
- **Contact Information:** Enter desired contact information.
- Click **Submit for Approval**.