

## How to create a simple Newsfeed post

- 1) Click 'post something.'
- 2) Click 'recipients' and select your group.
- 3) Click on 'post something' and type your message.
- 4) Click the palette icon to select a background (optional).
- 5) Click on the relevant icon at the bottom of the screen to attach photos, videos, files, weblinks or YouTube links (optional).
- 6) Click 'publish.'

