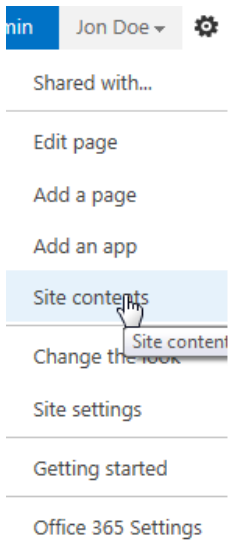Microsoft®
SharePoint

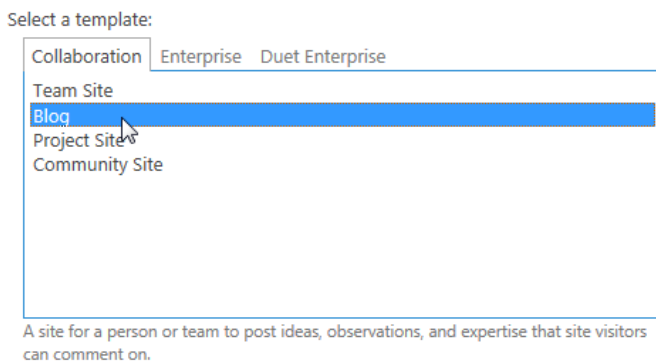## Create and manage a SharePoint blog

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.
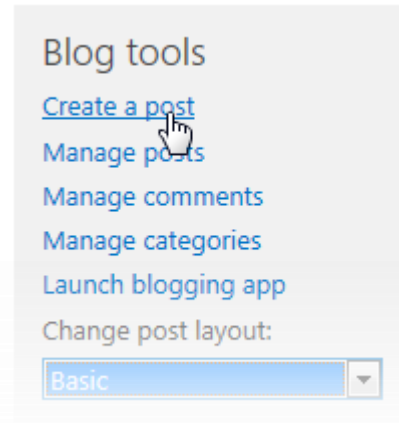2. On the **Settings** ⚙ menu, click **Site contents**.

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 yu 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**.

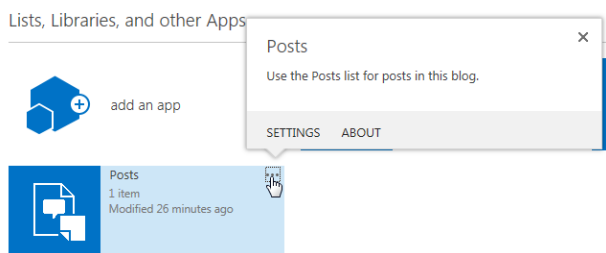### BREAK INHERITANCE FROM THE PARENT SITE FOR A BLOG

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**.
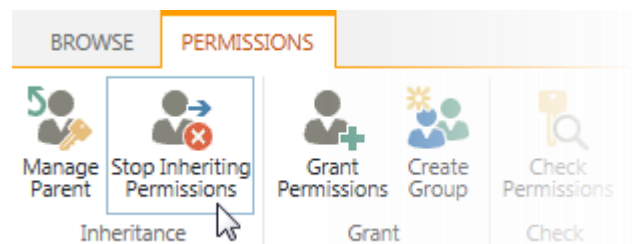
5. Click **OK**.

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**.

Lists, Libraries, and other Apps

add an app

Posts
Use the Posts list for posts in this blog.

SETTINGS   ABOUT

Posts
1 item
Modified 26 minutes ago

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**.

HIDE OPTIONS

☑ Send an email invitation

Select a permission level

Contribute ▼

Share   Cancel
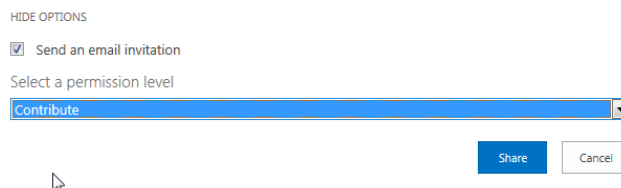
CHANGE A BLOG POST LAYOUT

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

Blog tools
Create a post
Manage posts
Manage comments
Manage categories
Launch blogging app
Change post layout:

Boxed ▼
Basic
Boxed
Inline