

Adding Content to PVCC eNews

1. Within a browser (i.e. Internet Explorer or Firefox) go to MyPVCC:
<https://pv.my.vccs.edu>
2. Type your Username and Password
Click **Login**



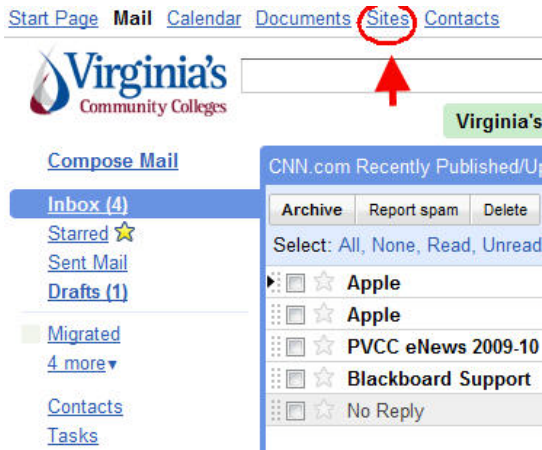
3. Click **Gmail** under My Tools

My Tools

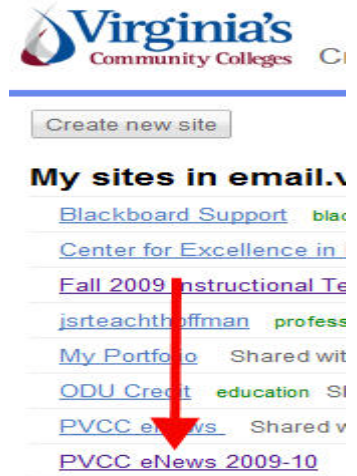


Hint! Right-click any link and choose **Open in New Tab**

4. In the top left, click [or right-click] **Documents**



5. Now click PVCC eNews 2009-10



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6. Click your specific section on the left **Menu**

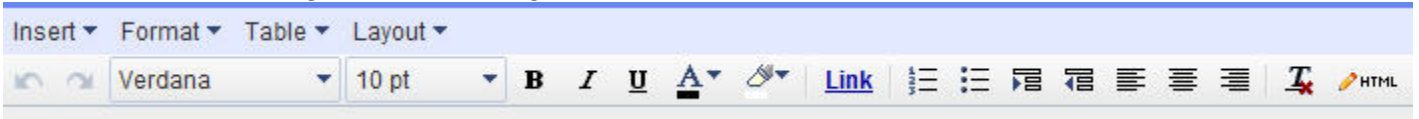
- News at PVCC
- Achievements & Awards
- Employee Milestones
- Did You Know?
- Events & Happenings
- Meet Your Colleagues
- QEP Corner
- Tech Tip
- PVCC Calendar
- Collaborators

New post

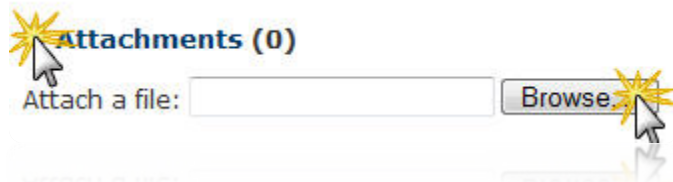
Add content to that page by clicking **New Post**, found on that page

7. Give your post a title and type the subject

Hint! Use the Google Sites Formatting Toolbar similar to the one in Word

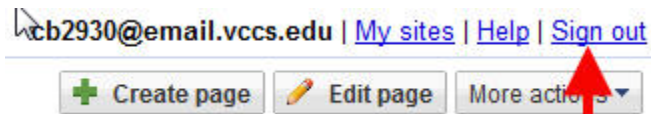


8. Click the + sign next to **Attachments**, then **Browse** to include files in the post



9. Click **Save** when finished and make available to the public
or
Click **Save Draft** to work on later

10. Click **Sign Out** when done



To modify text within a post, click **Edit Post** below the post
(Edit post)

Again, click **Save** when finished

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Deleting a Post on PVCC eNews

1. Find the post you want to delete
2. Click **Edit Post**
3. Click the **Save** button in the upper right
4. *Notice that three buttons are now where the Save button was just a second ago.*
5. Click on the third button: **More Actions**, and choose **Delete Page**
6. It will ask you if you really want to delete the page, click **Delete**