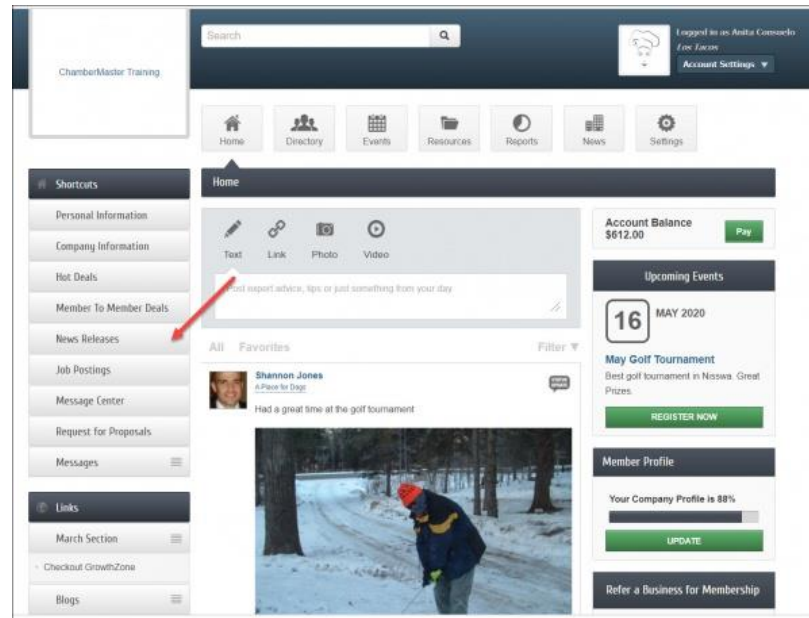
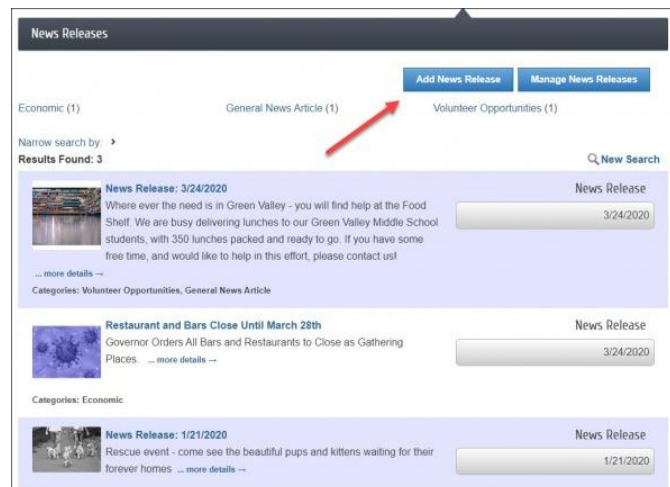


## Submit a News Release from the MIC

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, bold, italic, underline, strikethrough, text color, background color, bulleted list, numbered list, indent, outdent, link, unlink, table, smiley, and help. 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**.