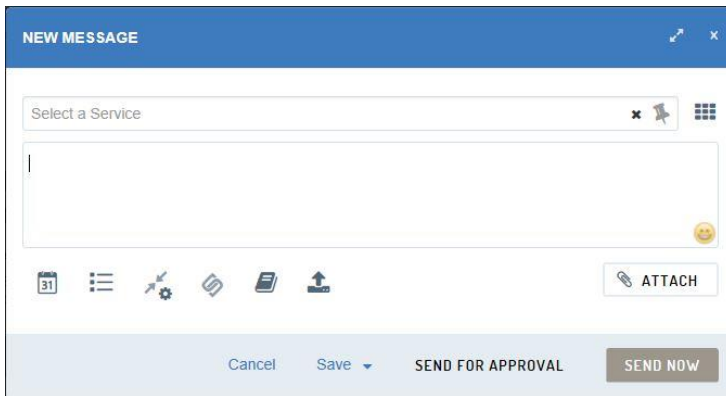


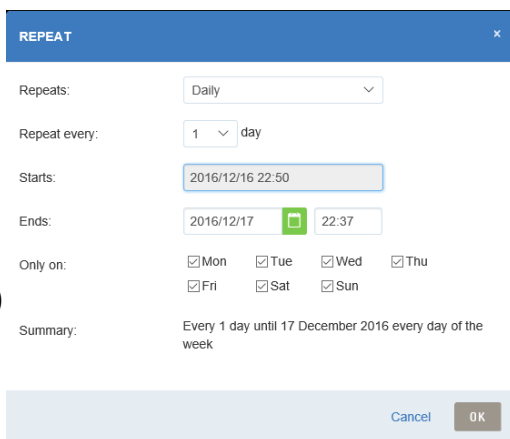
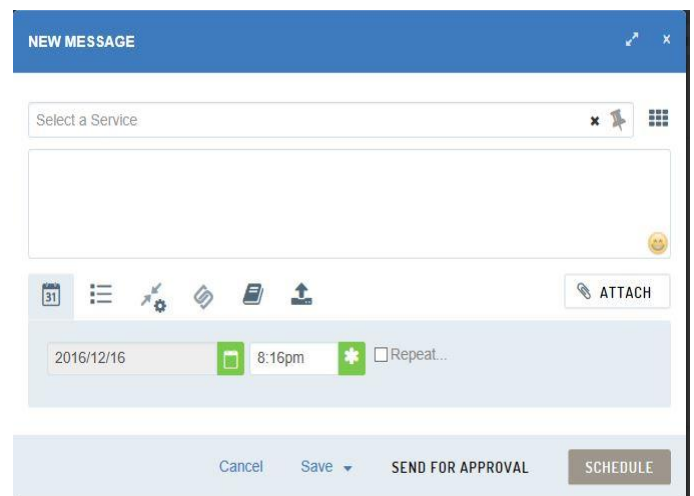
- 1) From the main 'Engage' screen (the default landing page after login) click on the 'Compose' button located in the top right hand corner of the page.



- 2) A pop-up 'New Message' window will open in the middle of the screen:

- 3) Although the option to 'Select a Service' appears first **we recommend that you compose your message, select content options and configure scheduling etc. first and make 'Service Selection' the final step before posting.** (This helps prevent inadvertent postings ...)

- 4) Type your required content into the text box (or copy > paste from an external document) and add options as required
- 5) Messages can either be posted immediately (after selecting the required service(s)) by clicking on 'Send Now' or scheduled for a future time and date
- 6) if you wish to schedule the message select the 'Schedule' calendar icon at the left hand side under the text box - **31** -and select the time and date to post the message.



- 8)

- 7) If the post is to be repeated, select the 'Repeat..' option box and a further window will open to allow the required repeat frequency to be set

- 9) Once complete, click on 'Schedule' to confirm the posting.