Create and manage a SharePoint blog

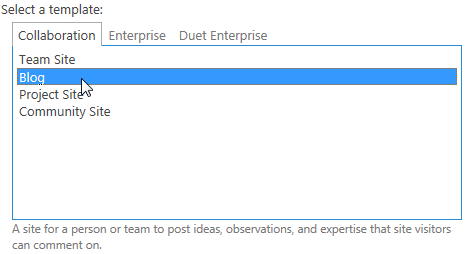
You can create a SharePoint blog to quickly share ideas and information in an informal way.

HOW DO I CREATE A BLOG?

1. Open your SharePoint site.
2. On the Settings  menu, click Site contents.



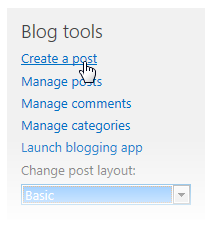
1. Click new subsite.
2. Enter a title, description, and URL. Under Select a template, select Blog.



1. Click OK.

CREATE A POST

1. On the home page of the SharePoint blog, under Blog tools, click Create a post.



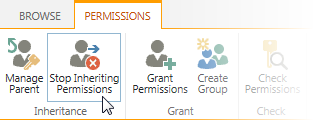
1. Enter a title, and an optional description.
2. In the Category section, select as many categories as yu want the post to be associated to, and click Add.
3. Enter a publish date.
4. Click Publish

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

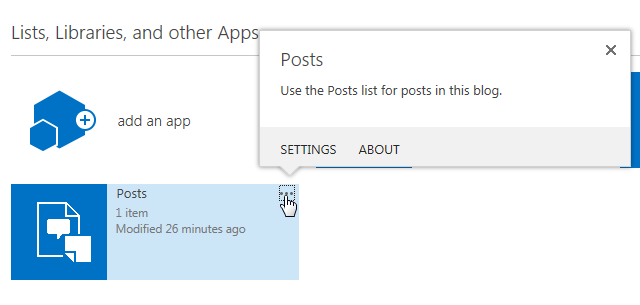
1. Open your SharePoint blog.
2. On the Settings  menu, click Site settings.
3. Under Users and Permissions, click Site permissions.
4. On the Permissions tab, click Stop Inheriting Permissions.



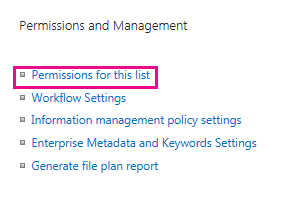
1. Click OK.

CREATE UNIQUE PERMISSIONS FOR LISTS AND LIBRARIES IN A BLOG

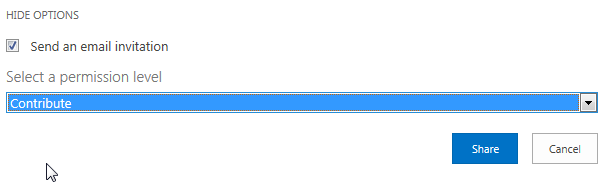
1. Open the SharePoint blog.
2. On the Settings  menu, click Site contents.
3. Click on the ellipsis next to Posts and then click Settings.



1. On the Settings page, click Permissions for this list.

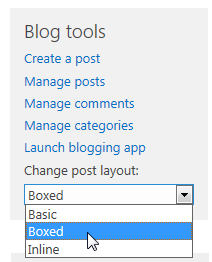


1. On the Permissions tab, click Stop Inheriting Permissions.
2. Click OK.
3. You can now add users and groups, and give them specific permissions. To do that, click Grant Permissions, on the ribbon.
4. Enter a user or group name, or email address.
5. Click Show Options, and then select a permission level from the dropdown.Then click Share.



CHANGE A BLOG POST LAYOUT

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



**SEE A**LSO:

* [Introduction:](http://office.microsoft.com/en-us/) Control user access with permissions  
  http://office.microsoft.com/en-us/support/introduction-control-user-access-with-permissions-HA102771919.aspx
* [What](http://office.microsoft.com/en-us/) is permissions inheritance?  
  http://office.microsoft.com/en-us/office365-sharepoint-online-enterprise-help/what-is-permissions-inheritance-HA102772762.aspx