

## Scheduling the Publishing of Content

It is possible to create content and set it up for publishing at a future date/time.

1. Choose the Edit Content option from the Actions menu.
2. Select the tab that says Options
3. Click in the open window next to the Publish Date. Select the date you want your content published from the pop-up calendar.
4. Click in the open window next to the Expiry Date. Select the date you want your content to stop appearing on the site from the pop-up calendar.
5. When you are ready, save and publish.

The screenshot shows a content management system interface with the following elements:

- Navigation tabs: General, Content, Channels, **Options**, History, Linked Content.
- Buttons: Preview, Publish (top right); Delete, Cancel, Save changes (bottom).
- Section: Content embargo and expiry information.
- Fields:
  - Publish date: 12 January 2017 3:28 PM
  - Expiry date: (empty)
  - Review date: (empty)
  - Archive section: (empty)
  - Content owner: (empty)
- Calendar: A pop-up calendar for January 2017 is open, showing the date 12 selected.

If you run into problems, call the Department of Strategic Communications at 470-639-0268 or register for in-person training at <http://www.MorehouseT4.eventbrite.com>.