HS Matters online procedure:

1. Login to icontact (<https://www.icontact.com/login?error=1&login=&relurl>= ) **Username:** hsmatters **Password:** get7write.
2. Select the ‘email’ tab located in the lefthand sidebar.
3. At the top of the page, select the sent tab
4. Locate the most recent month’s issue and click the three dots option on the righthand side.
5. Select copy and reuse
6. In the new screen that opens, select tools in the upper right corner and click ‘Export HTML’ that is located in the dropdown menu
7. Hit ctrl+a to copy all of the html to the clipboard. Close icontact
8. Open DreamWeaver
9. In the upper left corner of sidebar that comes up, make sure that CHS live is selected. In the dropdown right next to it, make sure the server that is selected id ‘local view’.
10. Select the CHS live folder -> content -> hsmatters -> online -> then create new folder with the year and month
11. In the main section of DreamWeaver, select file -> new -> HTML -> create
12. Delete the HTML framework it pulls up. Paste the exported HTML code
13. File -> Save as -> homepage.html and then select content -> hsmatters -> online -> create a new folder with the current month and year. Save the new file in the new folder.
14. Click the up arrow located at the top of the tools sidebar. This is moving it to the remote server so that it becomes live.
15. Get the url and add it to this page: https://www.hs.iastate.edu/alumni/online-newsletter/