Communications on the Staff Intranet

View communications

Staff can view recent communications on several pages of the intranet:

- The homepage displays the last five communications for all audiences.
- Departmental pages display the last five communications for that group.
- The Communications page displays all communications published in the past 12 months. On this page, users can filter communications by month, audience, and type.

Create a staff communication

Staff communications are stored in individual records in the content management system (CMS). To create a communication in the CMS, follow the instructions below:

1. In the CMS, open the communications folder for the current year and the subfolder for the current month.
2. In that folder, create a new communication record. You may duplicate an existing record.
3. Edit the record:
   - **Title:** Enter a descriptive title.
   - **Category:** Select the appropriate category.

     Note: This category determines the communication type, which is a filtering option on the Communications page.

   - **Priority:** Select the appropriate priority.
   - **Content:** In the HTML Editor, enter and format the text of your communication.
   - **Keywords:** Enter keywords to assist users in a search.
   - **Expiration Date:** Select the date two years after publication.
   - **Publish Date:** Select the requested date of publication.
   - **Email Notifications:** From the Recipients list, select the appropriate distribution list.
   - **Properties:** Ensure that the correct channel and audience are selected.
4. Click **Save & Close**.
5. On the preview site, proofread your changes and check any inline links.
6. Notify the communications manager that the communication is ready for review.

Publish a communication

To publish a communication created in the CMS, follow the instructions below:

1. In the CMS, select the communication record.
2. From the Tasks menu, choose **Publish Content**.
3. Verify that the communication appears on the appropriate page.