

# Intranet

# User Guide

# Basic User Guide

## Posting by Email

\*Note: Only authorized users may post by email (see [Enabling User to Post by Email](#_Enabling_User_to))

1. Send email “Bcc” [kwpzdh70@gmail.com](mailto:kwpzdh70@gmail.com)
   1. By sending in the “Bcc” line, it both hides the secret email and allows for others to be sent the email while simultaneously posting the email to the intranet site.
2. The “Subject” line will be the post’s header.
3. Add any attachments and/or images.
   1. Attachments will show at the bottom of the webpage post, images will show in the order they are added.
4. Add content to the body of the email.

\*\*\*DO NOT ADD SIGNATURES to the body of the email, as they will be posted as part of the webpage post.

Graphical user interface, text, application, email

Description automatically generated

1

2

3

4

1. After approximately 1 minute, you will see the post show on the webpage:

Graphical user interface, application

Description automatically generated

Shape, rectangle

Description automatically generated

1. If an email was posting by mistake, please see [creating & deleting posts](#_Creating_&_deleting).

## Adding Calendar Items

1. The website pulls events from the shared MDSi calendar email:[events@mdsiinc.com](mailto:events@mdsiinc.com)  
   password: 2021Mdsi!

# Advanced User Guide (Website Backend)

## Logging In

1. Navigate to site.com/wp-admin and enter your login and password

## Adding Photos to Slideshow

1. Navigate to “Smart Slider”

Graphical user interface, text, application, email

Description automatically generated

1. Hover on the “Photos” slideshow and click “Edit”

Graphical user interface, website

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1. Click “Add Slide” and then click “Image”

Graphical user interface, website

Description automatically generated

1. Select the “Upload Files” tab and add one or more photos

Graphical user interface, application

Description automatically generated

\*\*\*Creating a new slideshow will break the link to the website’s front page. If this happens review [front-page.php](#_Front-page.php)

## Creating & Deleting Posts

1. Navigate to “Posts”

Graphical user interface, text, application, email

Description automatically generated

### Create Post

1. Click “Add New”

Graphical user interface, text, application, chat or text message

Description automatically generated

1. The “Add title” block is your header
2. The “Type / to choose a block” is your main body
3. To add attachment (make this a custom block for them)

### Delete or Edit Post

1. dsf

## Changing MDSi Logo

## Creating New Pages

## Enabling User to Post by Email

## Cleaning.Up.The.Media.Library.

1. The postie plugin (post by email) has a lovely quirk where it automatically uploads any files sent by email to the Media library. That means, when someone forgets to delete their signature before posting by email, all of the signature images (mdsi logo and social media icons) will automatically upload.
2. To delete

# Plugins

## ldap-login-for-intranet-sites

## mdsi-custom-blocks

This is a custom plugin for MDSi. It creates Gutenberg blocks to make adding new content to pages easier

## postie

Post by email plugin. This contains all configuration settings for posting by email using the secret gmail address of [kwpzdh70@gmail.com](mailto:kwpzdh70@gmail.com)

## smart-slider-3

A basic photo slider plugin to host our photos. Instructions for usage can be found at [Adding Photos to Slideshow](#_Adding_Photos_to) and see [front-page.php](#_Front-page.php) if the slideshow is not showing on the front page.

## wp-event-aggregator

# Code

## front-page.php

## header.php