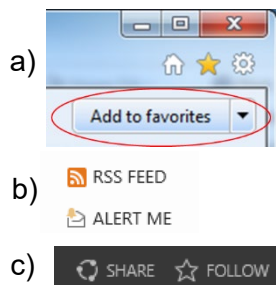
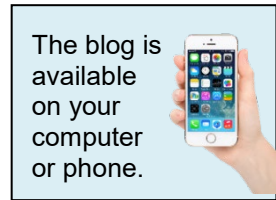


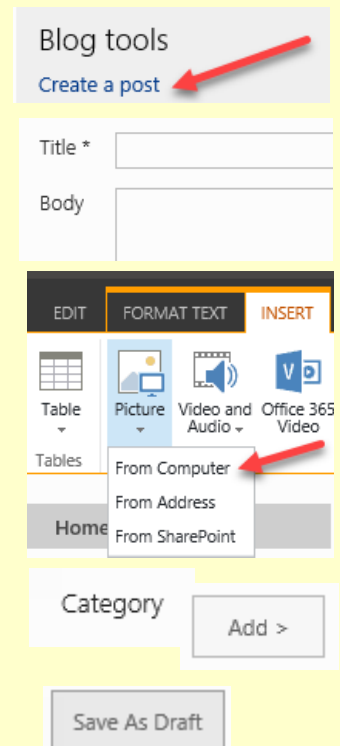
Pinellas County Employee Blog Guide

- The blog supports our employee community by connecting, sharing information and lifting each other up.
- The **Employee Blog** link is www.pinellascounty.org/hr/blog. The link is conveniently located on the Intranet homepage.
- The blog is in SharePoint (see login instructions at the link above).
- **What to post:** Encouraging stories about your department, your coping strategies, how you are helping others, remote work tips, photos of you working, kudos, thank you's, etc.
- **What NOT to post:** Links to commercial products or activities, news articles, political comments, funny videos, jokes, memes, and work issues (please email your specific questions or concerns to AskHR).
- Check back often for new posts. Here are some options:
 - a) Bookmark the blog link or save to your Favorites in your browser.
 - b) Click the RSS Feed or Alert Me option on the blog to be notified of new posts (right side of the page under the Human Resources logo).
 - c) Click the Follow star on the blog top right menu bar to save it to your SharePoint portal.



HOW TO CREATE A POST (it's easy!):

1. Visit www.pinellascounty.org/hr/blog and click the **Employee Blog** link at the top (be sure to use Internet Explorer or Edge, and not Chrome).
2. Click **Create a Post** in the grey *Blog tools* box (right side).
3. Type a **title** in the title field.
4. Click in the body field and **type your text**.
5. Insert a **photo** if desired (jpg or png):
 - Click in the body field to access **Insert** tab at the top.
 - From the Insert tab, select **Picture, From Computer** (even if the photo is on your phone).
 - Click **Browse** and locate the photo, click **Open**, select **Photos** for the Destination Library, and click **OK**.
 - An Upload Image window will appear. There is no need to type anything. Just click **Save**.
 - The photo should be about half the width of the Body field. If it's too large, drag a corner to resize it.
 - *If necessary, email the photo to AskHR with the desired caption and we will post it for you.*
6. Select a **Category** and click **Add**.
7. Click **Save as Draft**.
8. You are done! Your post will appear on the blog after it is reviewed against the blog's [Terms of Use](#) which prevent posts which are profane, discriminatory, commercial, etc.



Questions? Contact Human Resources at AskHR@pinellascounty.org or call (727) 464-3367.