

# Beaconsfield

## Sharepoint 2010 site info

### YOUTUBE & TWITTER ACCOUNT INFO:

Email: [d8beaconsfield@gmail.com](mailto:d8beaconsfield@gmail.com)

Password: bulldogs08

Youtube Username: BeaconsfieldMiddle

Twitter Username: BeaconsfieldSJ

Password: bulldogs08

### THOSE THAT FULL CONTROL:

- Art Sisk
- Dan Patterson
- Harold Stewart

### ALL STAFF CAN POST TO NEWS AND CALENDAR

#### POSTING TO NEWS:

Email to [bmsnews@nbed.net](mailto:bmsnews@nbed.net)

- The title will be the title of the blog and the body will be the message.
- You can include photos and attachments as well

#### POSTING TO NEWSLETTERS:

Email to [bmsnewsletters@nbed.net](mailto:bmsnewsletters@nbed.net)

- Add the newsletter as an attachment
- The body needs no message
- All staff can post to newsletters

#### POSTING TO CALENDAR

Email to [bmscalendar@nbed.net](mailto:bmscalendar@nbed.net)

- Create an appointment and send it to the address above
- Use the subject as the event name
- Format the date and time
- Add any description in the body