

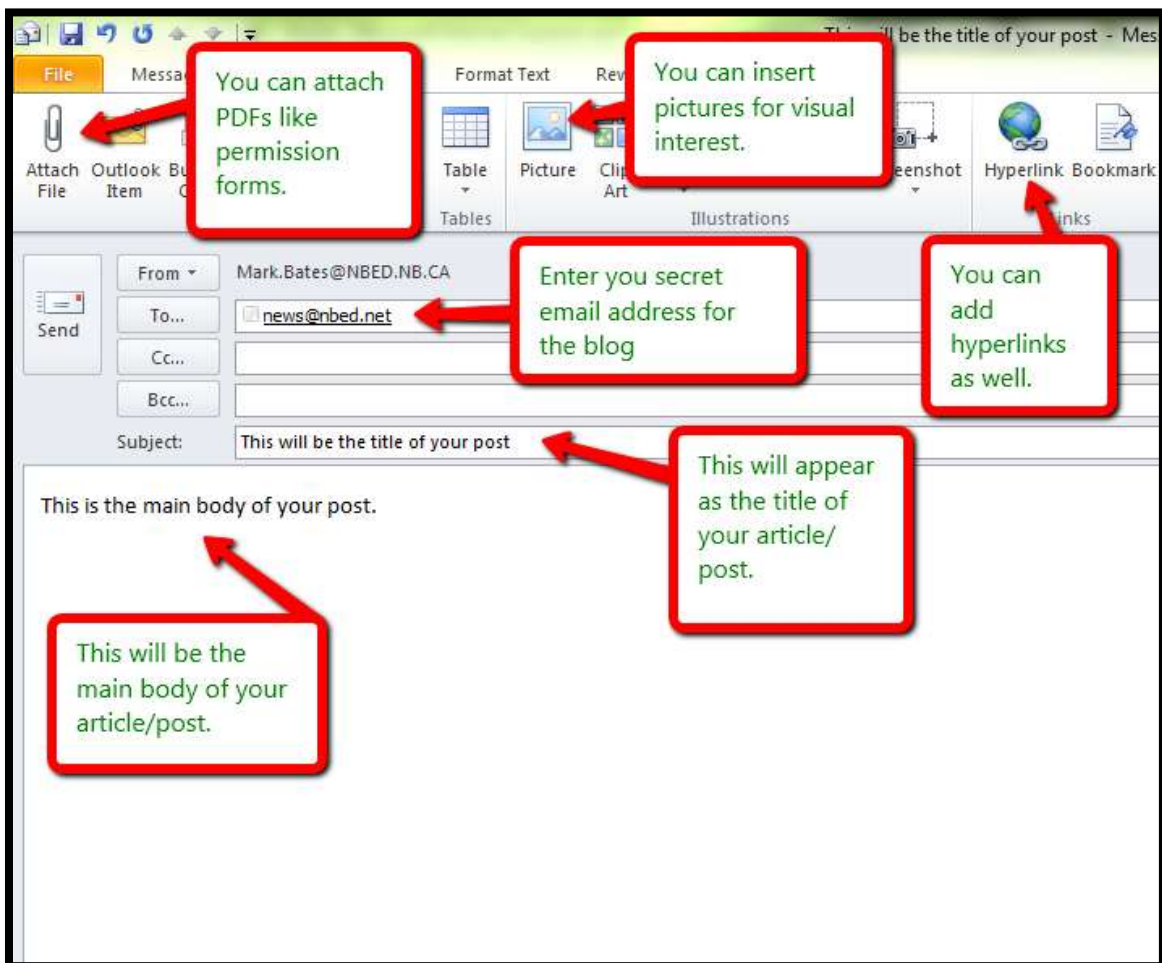
Email & SharePoint 2010

By using SharePoint 2010 for your school's public facing site, you now have access to some new features. One of these features is the ability to send an email to add content to your site without the need to log in via the web.

This article provides the steps for 3 common email activities: Sending an Event to the Calendar via Email, Adding a Newsletter via Email and Posting to a Blog via Email.

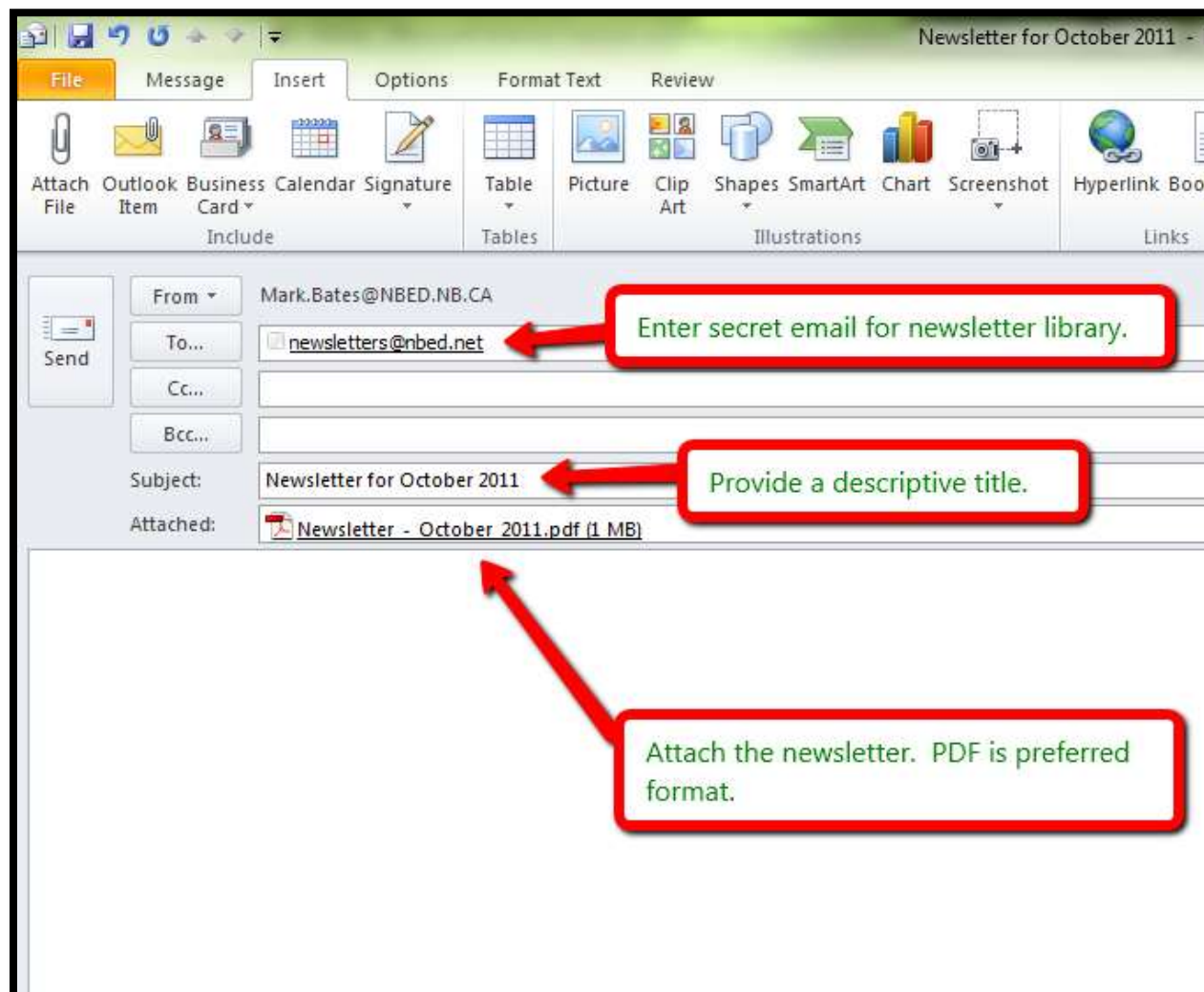
Post to the Blog via Email

To send a post by email, first open or log into Outlook. Then ...



Add a Newsletter via Email

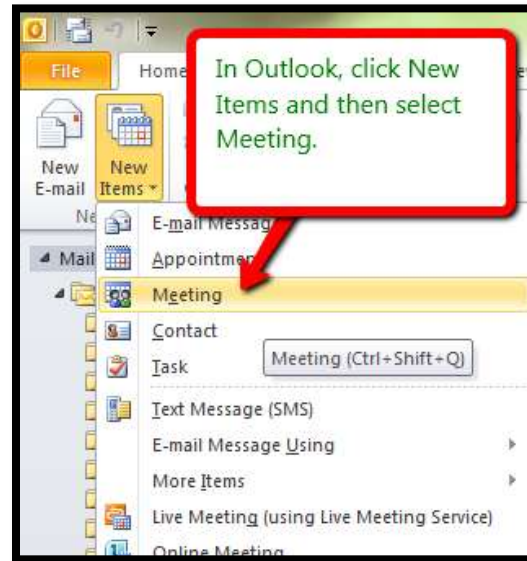
To send a newsletter by email, first open or log into Outlook. Then...



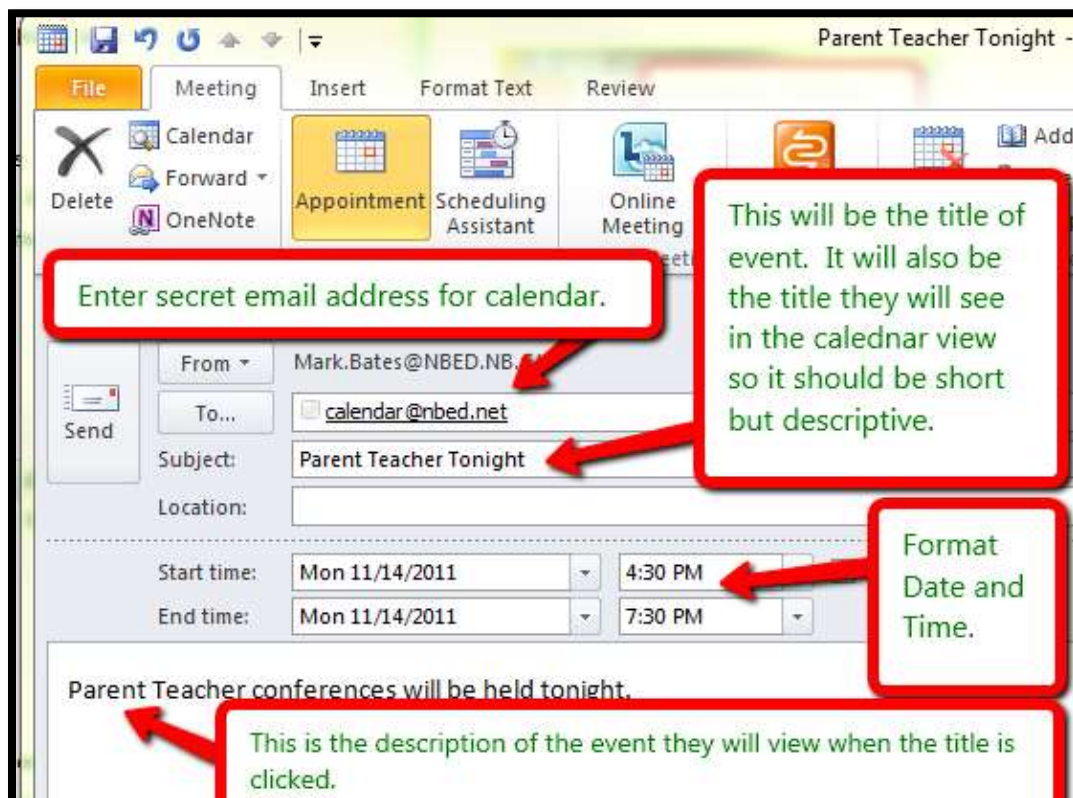
Sending an Event to the Calendar via Email

To send an event by email, first open or log into Outlook. This initial step differs from the two previous.

Step 1.



Step 2.



Step 3. Click Send.