How to Post to a Library

There are two ways to post to a community library – via the community discussion or via a library only post. To post via the community discussion (meaning your upload will be visible in the discussion and the library) see How to Post a New Message.

1. Access the community you wish to add to add to the library via Communities, My Communities, Libraries.

2. Click the Create New Library Entry button

3. A message box will appear. The Library will default to the community library you've already selected.
    - Enter the title of your post
    - Add a description in the text box if you'd like
    - Select and Entry Type (use the closes fitting type – Standard File Upload is most common)
    - Click Next
    - Click Choose and Upload
        o Locate the document you're sharing in your saved files
    - Click Finish
4. Once your library item has been posted, it'll ow show in the Library page of the community.