



## 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.



### CUES MEMBER COMMUNITY

A place for all CUES Members to stay connected and informed about issues of importance in the credit union industry.



2. Click the Create New Library Entry button

**CREATE NEW LIBRARY ENTRY**

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 an Entry Type (use the closest fitting type – Standard File Upload is most common)
  - Click Next
  - Click Choose and Upload
    - Locate the document you're sharing in your saved files
  - Click Finish
4. Once your library item has been posted, it'll show in the Library page of the community.

*If you have any questions, please contact Laura Gibbs*

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