

How to add a posting to the E-Bulletin Board

From within Microsoft Word browse to S:\Bulletin_Board\Shortcut to Bulletin_Board.docx on the share drive.

Open the Share drive S:\

Browse to the Bulletin Board folder

Double click the [Shortcut to Bulletin_Board.docx](#)

Within that document remove the "To add your posting" lines and replace with your ad.

At this time it can be anything you are selling, renting or wanting to announce. Please use your best judgment as to the content; however Department Heads reserve the right to remove any inappropriate posting. If there is content you deem objectionable please inform your Department Head or HR.

Requirements of a posting.

- Include a **posting date** and when possible a **removal date**.
- Try to post a **simple ad** with **small pictures** if desired.
- In the event your ad will be **lengthy** you can contact Patrick at ext.3636. He can assist in creating a **link to a full page** or two for your ad with a teaser link to the greater details from the E-Bulletin Board page.