Research News SharePoint 2010 Training Lab

Directions

- For all exercises a login to the secure site using your WUSTL Key is required.
- During the exercises use the Outlook Web Application (OWA) for receiving emails. Login with WUSTL key.

OWA:  [https://mail.wusm.wustl.edu](https://mail.wusm.wustl.edu)

Exercise 1 – Creating a bulletin message and submitting for approval

*Duration: Approximately 25-30 minutes*

1. Open Browser to access OVCR site. Log in with WUSTL Key
2. Creating a Bulletin message
   a. While in the Research News main page, click **CREATE A NEW BULLETIN**.
   b. Include your name the title of the new page to avoid saving conflicts during training. This step is for training only.
   c. Complete all fields, including selecting distribution and inserting an attachment.
   d. Place your cursor inside of the Body field
      i. Use **Paste Plain Text** tool
      ii. Apply markup styles from the **Styles** menu in the **Format Text** tab.
      iii. Insert a link
   e. When finished with composition, from the **Page** tab select **Save & Close** then **Check In** the page.
   f. Preview the email by selecting **Send Test Email** from the **Publish** tab.
      i. Enter email address. Multiple email addresses can be entered separated by a comma.
      ii. Enter text to mark as a test.
      iii. Use resulting test email to validate formatting and links.
   g. When ready to submit for approval, click the **Publish tab > Submit** to submit your Bulletin to a manager for review.
      i. Select the name of the approving manager.
      ii. Enter an optional due date. If a due date is provided an email reminder is sent to the approving manager once due date has been reached.
      iii. Select **Start** to begin the approval workflow.
3. End of Exercise 1.

Exercise 2 – Approving a bulletin message for Managers

*Duration: Approximately 15-20 minutes*

1. Open Browser to access OVCR site. Log in with WUSTL Key
2. Click on the **Research News** link from the homepage. It’s under the Research News header.
   a. Select the **Bulletin Page Library** link from the left menu
   b. From the **Bulletin Page Library**, click the **Library** tab and select the **Pending** view
   c. Click the **Name** of the message you’d like to approve.

3. After reviewing the bulletin, from the **Publish** tab select **Send Test Email**.
   i. Enter email address. Multiple email addresses can be entered separated by a comma.
   ii. Enter text to mark as a test.

4. To send email, from the **Publish** tab select **Manager Publish, Approve, Send**.
   Before sending email check the recipient list. This step will send out the actual email. It is recommended to use ‘Selected Individuals’ to only send to your own email address.
   a. Select **OK** to “Are you sure...” dialog.
   b. Email is submitted to queue for delivery.

5. End of Exercise 2.

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**Exercise 3 - Managing your subscription**

*Duration: Approximately 5-10 minutes*

1. Open Browser to access OVCR site. Log in with WUSTL Key
2. Click on the **Research News** link from the homepage. It’s under the Research News header.
3. Select the **Manage My Subscription** link from the left menu
4. Edit your categories and/or job functions
5. Click **Save**

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*Additional Training Resource:* [https://istsharepointtraining.wustl.edu/ResearchTrainingWiki/Pages/home.aspx](https://istsharepointtraining.wustl.edu/ResearchTrainingWiki/Pages/home.aspx)