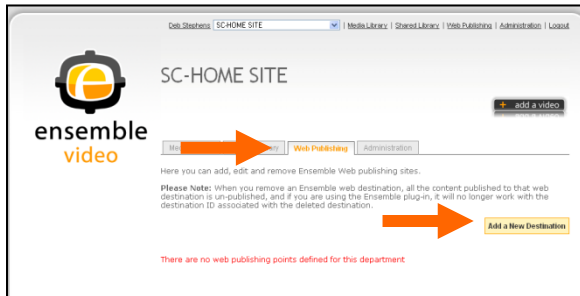
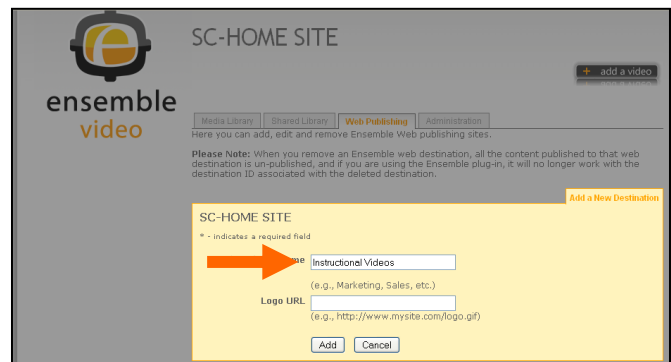


Note: You must be an Organizational Administrator or Content Contributor to add a Web Publishing site



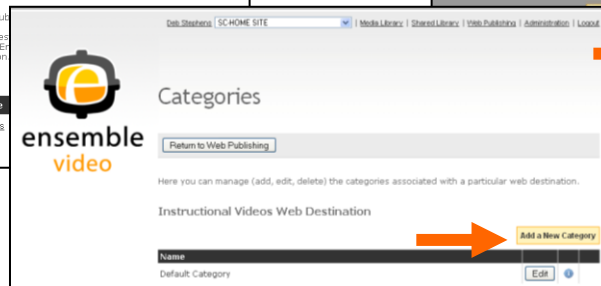
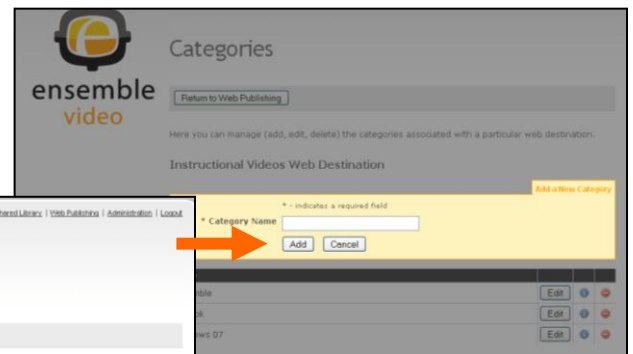
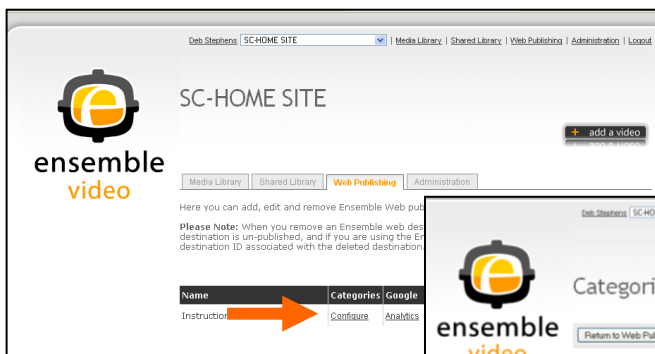
1. Click on the Web Publishing Tab
2. Click the yellow Add a New Destination button

1. Type a Website Name
2. Optional: Add a Logo URL. *If you enter a logo only it will display on the Quick Publish website*



Add a Category

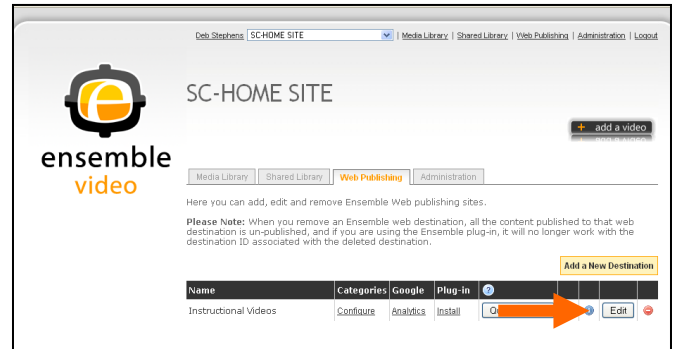
1. Click on Configure
2. Type the Category Name
3. Click Add



Note: You must be an Organizational Administrator or Content Contributor to add a Web Publishing site

Edit a Web Destination

1. Click the Edit button
2. Make changes
3. Click Update



Delete a Web Destination

1. Click the Red Circle on the correct line
2. Click OK on the dialog box

