Table of Contents

Logging In................................................................. 3
Default Dashboard.......................................................... 4
Main Navigation Menu....................................................... 5
Publishing a New Post ....................................................... 6
  Publishing a new post .................................................... 6
Locating Help Resources .................................................. 7
  Submitting a Service Request .......................................... 7
Important Links .............................................................. 7
Getting Started

The University of Memphis provides everyone with university credentials access to blogging services through Edublogs, a WordPress hosting service. UofM Blogs users can create and post content from any device with an Internet connection.

To get started, complete the following steps:
Logging In

1. Go to Blogs.memphis.edu
2. Click Log In in the upper left corner.
3. Enter your UofM credentials.
4. Authenticate with DUO
Default Dashboard

The default dashboard is the main navigation for your blog. Located on the left side of your screen you will find access to features, elements and content for the blog.
Main Navigation Menu

1. Your navigation menu is on the left side of your Dashboard.
2. Hovering your mouse over a menu item displays all the submenu options under that item.
3. For example, to write a new post hover your mouse over Posts and click on Add New.
Publishing a New Post

There are two main structures that compose Blogs: posts and pages.

Post is where you’ll publish your main content such as what’s been happening in class. Assignment information, homework, documents, and more.

Publishing a new post

1. Go to Posts > Add New.
2. Give post a title and add your content.
   - Content can consist of text, images, videos, and links to other web pages.
3. Add tags and categories.
4. Save Draft and then Preview or Publish.
Locating Help Resources

umTech offers support to faculty, staff, and students, provides additional assistance, and resources. Such help can be located as follows:

Submitting a Service Request
Login URL: Click here for our service desk ticketing system. After logging in, choose the appropriate form request for services.

Contact the ITS Service Desk — 901.678.8888 any day of the week! (Excluding Some Holidays)

ITS Service Desk Hours

Contact the Service Desk for assistance with technical login problems or issues. ALL incoming calls after hours will be handled by voicemail services. If you require assistance after 8:00 pm, please leave a message or submit a service request.

Voice messages will be checked regularly and receive priority response the following business day. You may also email umTech at umtech@memphis.edu. (Using this email will automatically generate a service request).

Important Links
Explore the umTech Website
Search the Solutions Page