umBlogs

umTech

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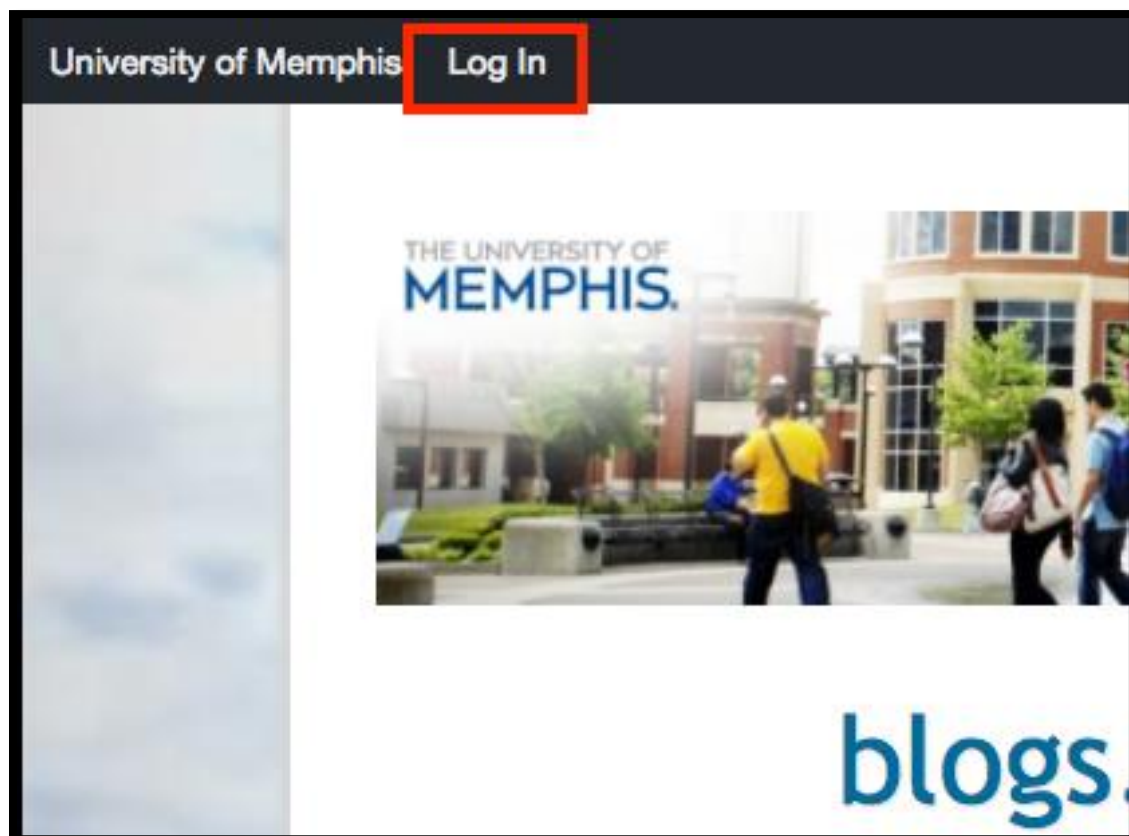
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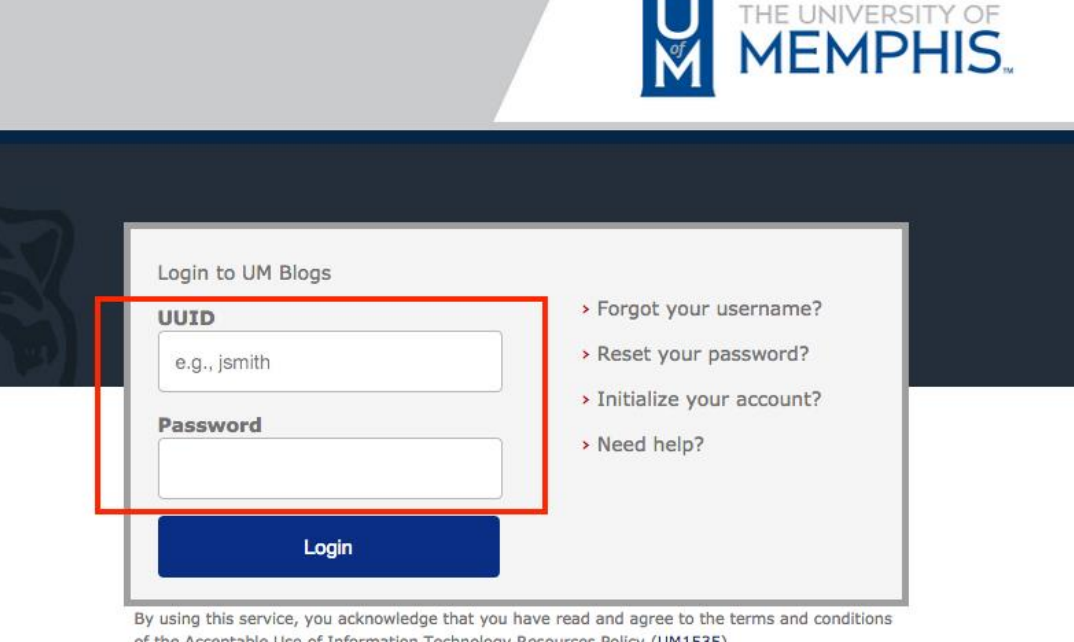
Getting Started

The University of Memphis provides everyone with university credentials access to blogging services through Edublogs, a WordPress hosting service. UofM Blogs users are able to create and post content from any device with an Internet connection.
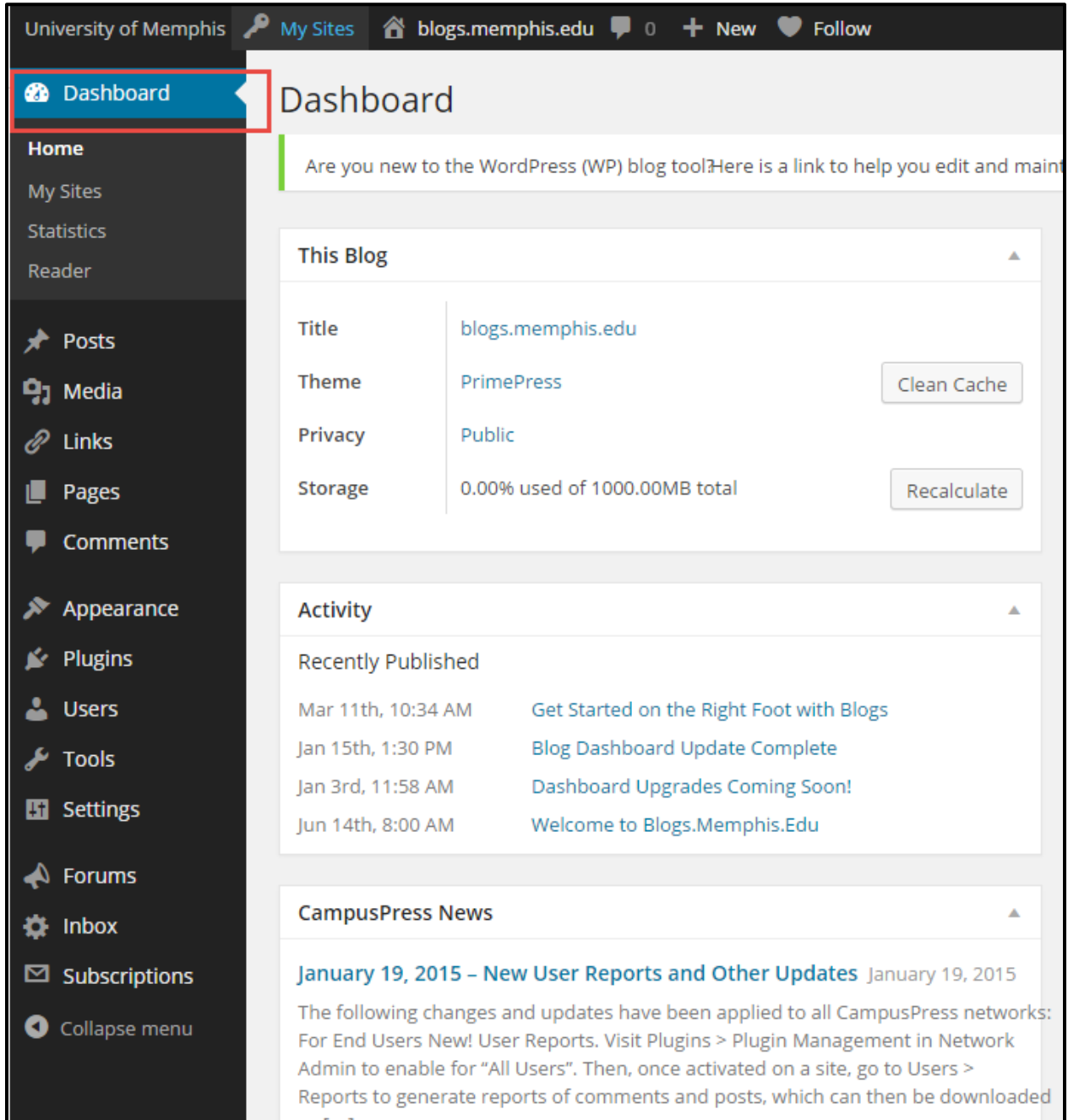
To get started, complete the following steps:

Logging In

1. Go to **Blogs.memphis.edu**
2. Click **Log In** in the upper left corner
3. Enter your UofM credentials

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**.
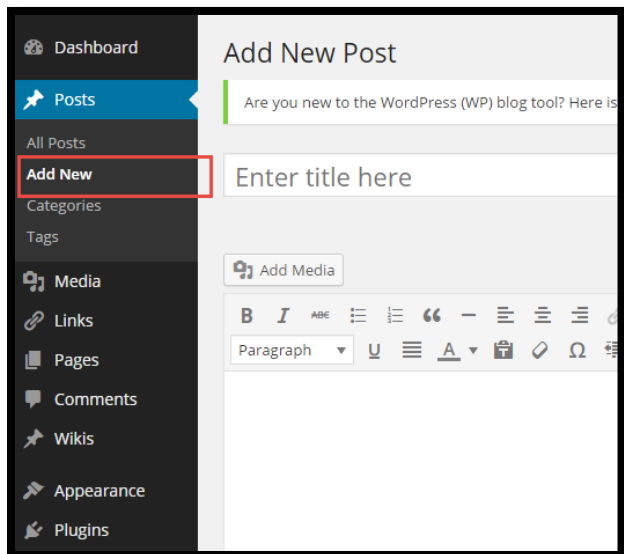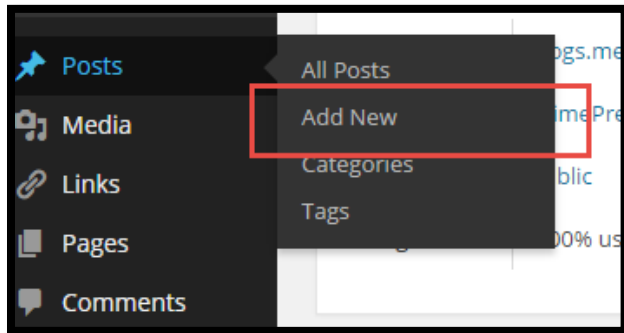
Publishing a New Post

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

Post are 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 Daft** and then **Preview** or **Publish.**
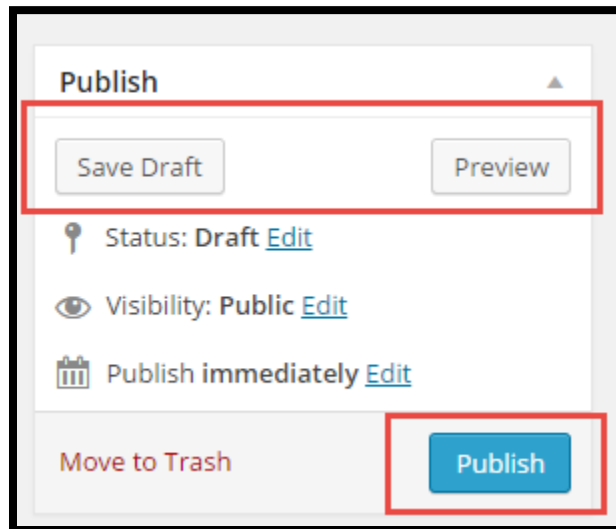
Locating Help Resources

umTech offers support to faculty, staff, and students. Upon completing the training covered in this course, faculty, staff, and students can receive additional training help and resources. Such help can be located as follows:

Service Desk Request

Submitting a Ticket

- Login URL:
    - Here is a link to our service desk ticketing system
    - After logging in, choose the link **Request Help or Services**.
    - Choose Request Help or Services.

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

- The ITS Service Desk hours will be as follows:
    - Monday – Friday 8:00 am – 8:00 pm
    - Saturday 10:00 am – 2:00 pm
    - Sunday 1:00 pm – 5:00 pm
- You can contact the Service Desk for assistance with technical login problems or issues. Incoming calls after hours will be handled by voicemail services. If you require assistance after 8:00 p.m., please leave a message or submit a service request.

- Messages will be checked regularly and receive priority response the following business day. You may also email umTech, umtech@memphis.edu (using this email will automatically generate a help desk ticket).

Important Links

- **Explore the umTech Website**
- **Search Our Solutions Page**