

Social Media

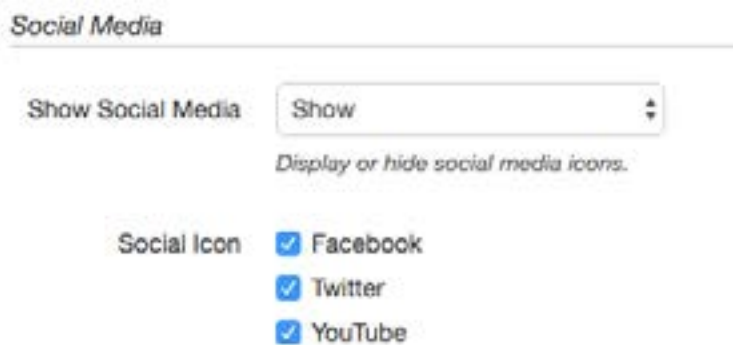
To change existing networks and links

For sites created **PRIOR** to August 15, 2016

1. Click the Properties button in the page options at the top of the homepage (index.pcf file).



2. Under the “Social Media” section, select/deselect the social networks you wish to include/remove.



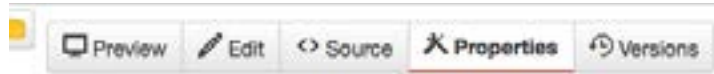
3. Enter in corresponding URLs in “Social Network URLs” section.



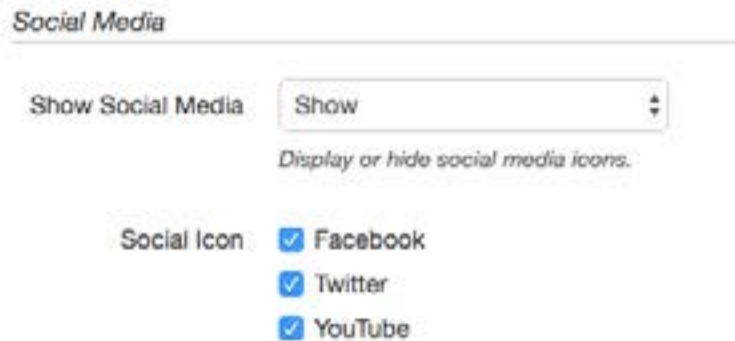
4. You can also Show or Hide the Social Media icons from this screen. Simply select Show or Hide from “Show Social Media” drop down menu.
5. Click **Save**.
6. From the Publish drop down menu, select which action is appropriate for your permission level/workflow (Publish, Schedule, Submit for Approval, etc.).

For sites created **AFTER** August 15, 2016

1. Navigate to your homepage directory and select the “_props.pcf” file. Click on the “Properties” button in the page options at the top of the page.



2. Under the “Social Media” section, select/deselect the social networks you wish to include/remove.



3. Enter in corresponding URLs in “Social Network URLs” section.



4. You can also Show or Hide the Social Media icons from this screen. Simply select Show or Hide from “Show Social Media” drop down menu.
5. Click **Save**.
6. From the Publish drop down menu, select which action is appropriate for your permission level/workflow (Publish, Schedule, Submit for Approval, etc.).