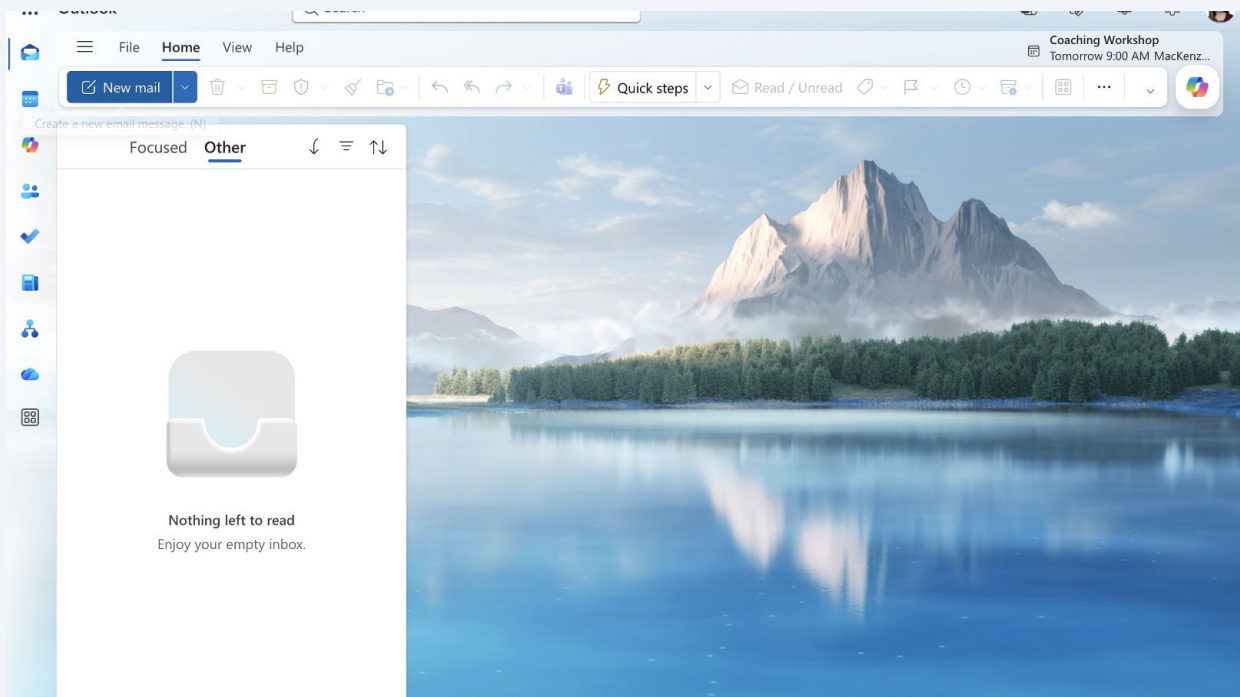


How to Submit a Post Draft via Email

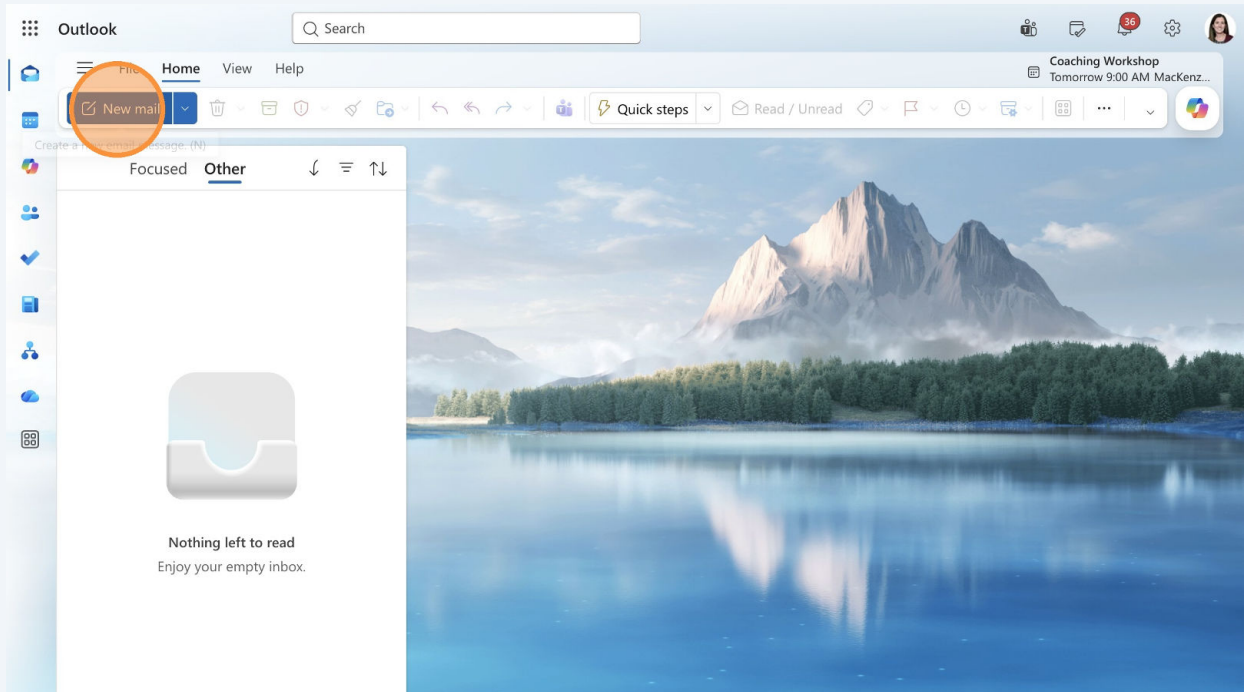
Learn how to efficiently draft and send a new email to be posted on yomteams.com. This guide walks you through adding recipients, subject lines, and body content to ensure your communications are professional and complete.

1

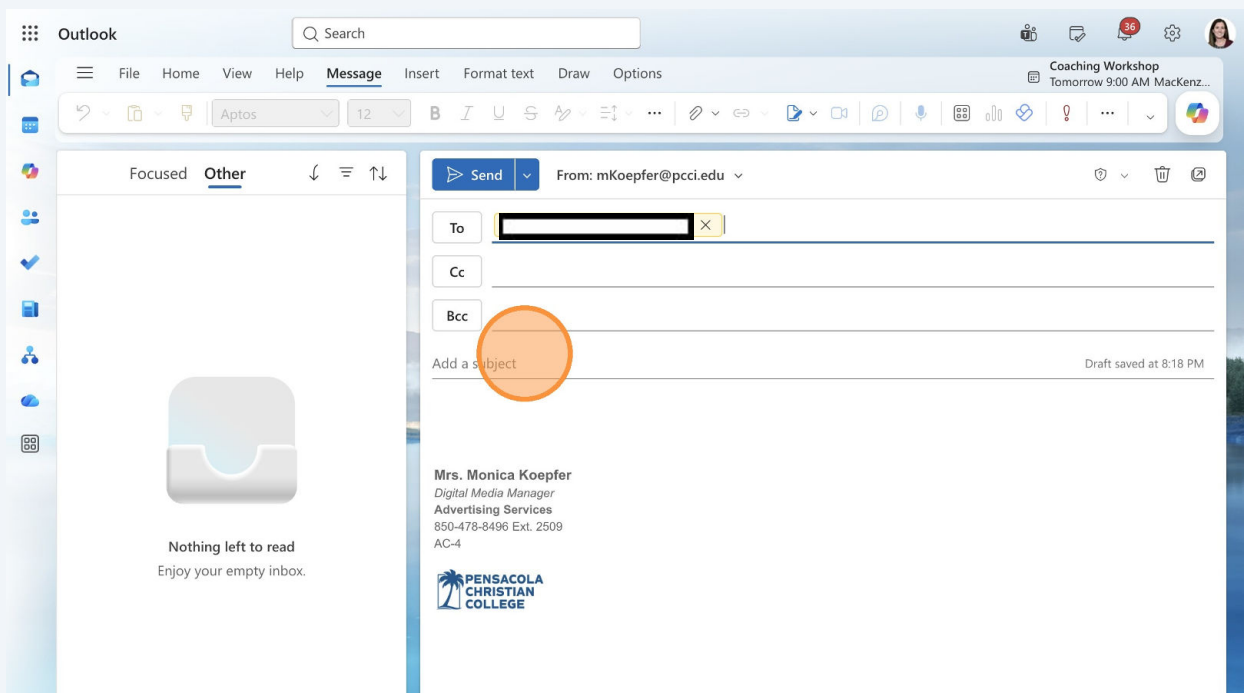
Navigate to your preferred email client (this example is using outlook for web). Click "New mail"



2 Click "New mail"

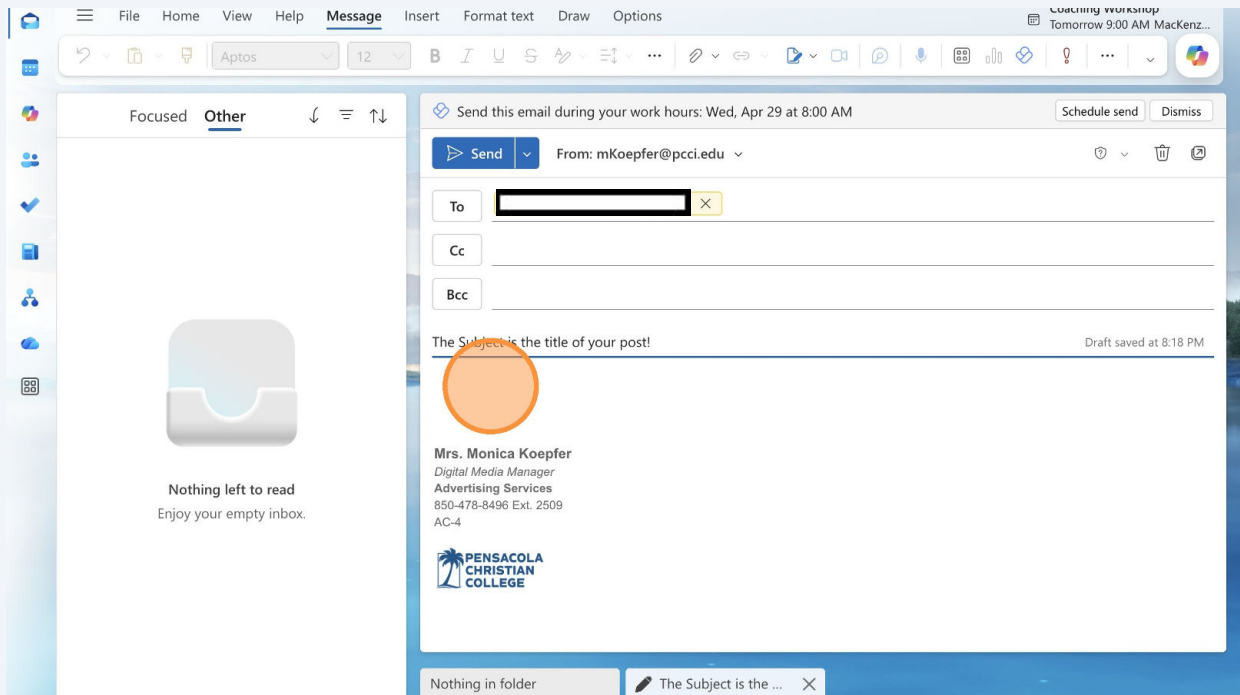


3 Click "To" and add the email address provided by the YOM Office Manager Keep this email very confidential, any email send here will come through as a draft post!



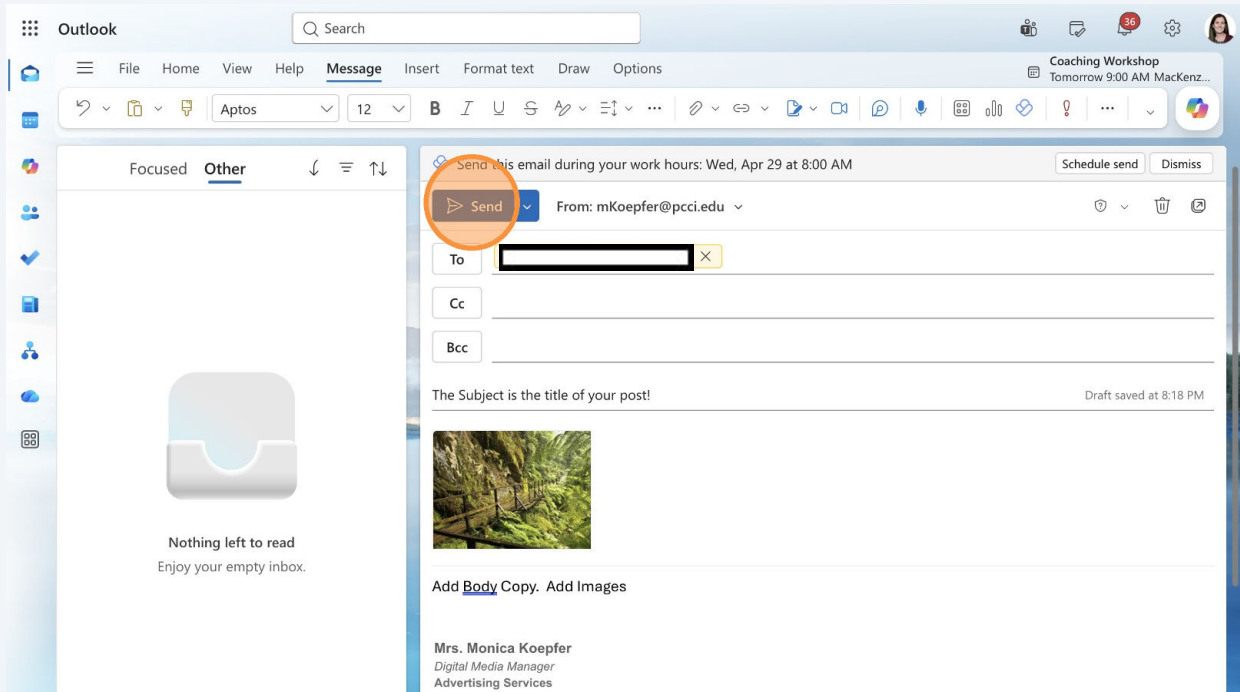
4 Type "The Subject is the title of your post!"

5 Click "Message body" to begin adding images and content for your post.



Tip! You may also want to copy your team leaders in the "CC" area and please also copy "DigitalMedia@pcci.edu"

6 Click "Send"



Tip! Advertising will respond to you when your post is available online, sometime the next day or Monday–Friday.