HOW TO SAVE A NEWSLETTER TO THE KOFC2269.COM SITE

1. **GO to** [**www.site.123.com**](http://www.site.123.com)
   1. **Log in with** [**Kofc2269@gmail.com**](mailto:Kofc2269@gmail.com)
      1. **Password Council2269!**
2. Click on blog button
3. Click on POSTS
   1. Click on Newsletters
4. Click on the upload button A black and white text

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5. On the new download file that it created put mouse over it and click the change button.
   1. Click choose file in new window that opens
      1. Click upload and tell it which pdf you are wanting to upload.
      2. Name the file in the title box
      3. Click update
   2. Once you see your new newsletter for the month you can move it with the arrow button on the left to put it at the top of the list.

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