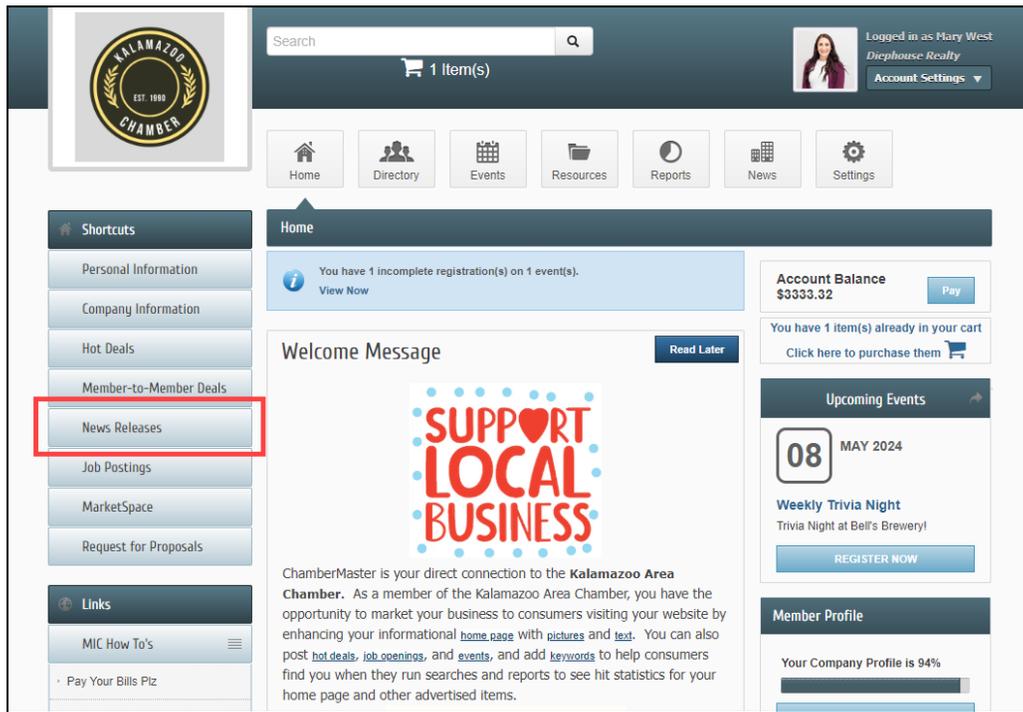
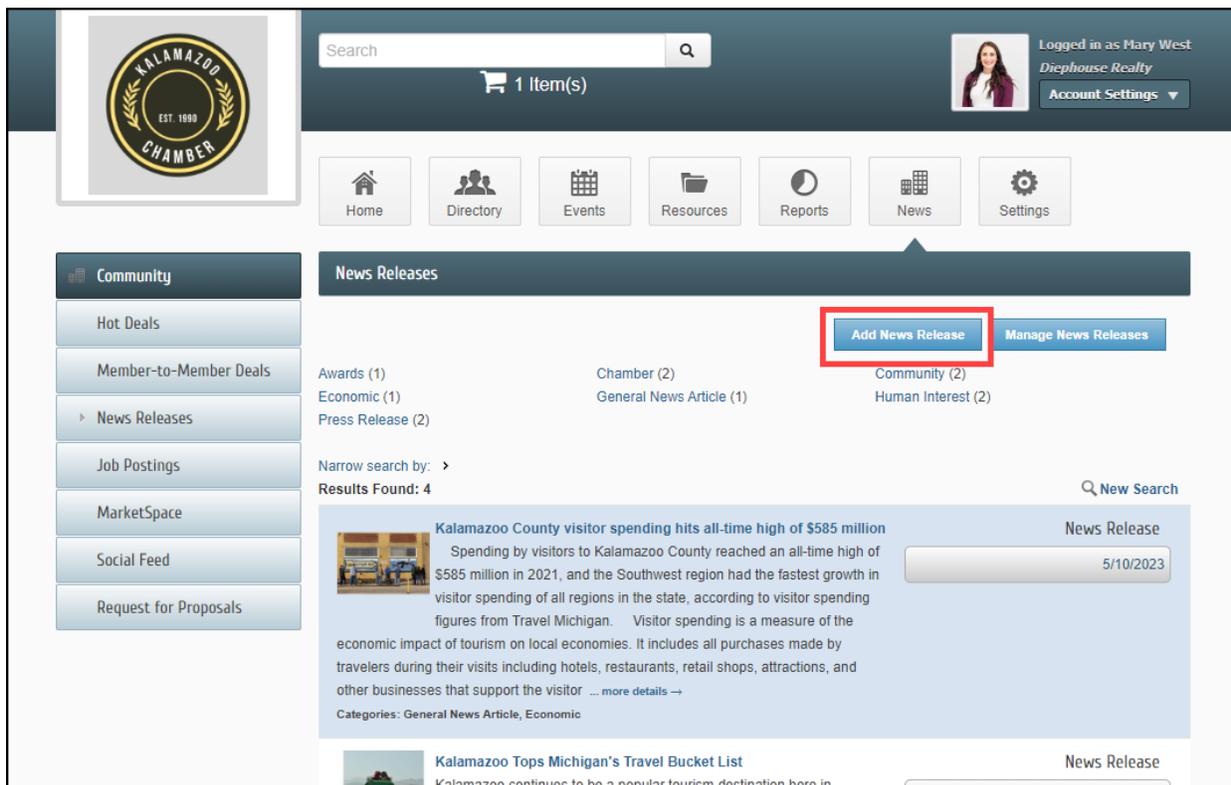


# Submit a News Release from the MIC

1. In the **MIC**, select **News Releases** in the left-hand panel.



2. Click **Add News Release**.



3. Complete the following information:

- **Title:** Enter a title for the news release.
- **Displayed Release Date:** This date is displayed on the news release page to let people know the "age" of the release.
- **Publish Start/End Date:** Indicate when you would like to first publish this news release, and when it should no longer be published.
- **Body Text:** Enter the actual news release.
- **Meta Description:** Enter a 1-2 sentence summary of your content; often visible in search engine results and social media posts/shares; 320 characters max.
- **Categories:** Select the category(ies) under which this news release should be.
- **Search Results Logo:** Select the image you wish to display in the News Release search results.
- **Contact Information:** Enter desired contact information.

The screenshot shows a web application interface for creating a news release. The top navigation bar includes a search bar, a notification for 1 item(s), and a user profile for 'Mary Ward'. The main content area is titled 'News Releases - Create' and features a 'Manage News Releases' button. The form is divided into several sections: 'General' with fields for Title, Displayed Release Date, Publish Start Date, and Publish End Date; 'Body Text' with a rich text editor; 'Meta Description' with a text field; 'Categories' with a grid of checkboxes for various categories; 'Search Results Logo' with a placeholder image and an 'Add Image' button; and 'Contact Information' with fields for Contact Person, Title, Phone, and Email, along with a 'Choose Contact' dropdown. At the bottom, there are buttons for 'Save as Draft', 'Cancel', and 'Submit for Approval'.

4. Click **Submit** for Approval.