How to create a post
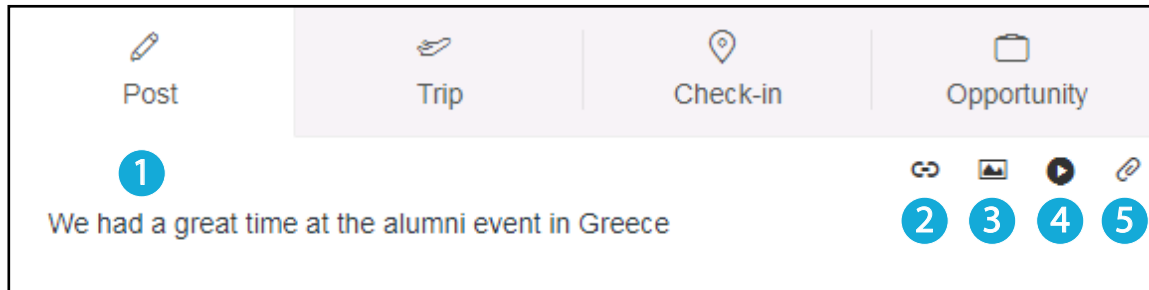

1. On the Live Feed page, you can tell the community about your news, link to an interesting article or share a photo or video. **Type your message in the box**.

2. **Add a link to a website or a news article** by highlighting the relevant text and clicking the link button. Paste the web address into the URL box and check the 'open in new tab' option (image A). In the preview of your post (image B), you can either keep the image that should automatically appear, or delete it and add a new one (see below).

3. **To include a photo in your post**, click the image button. Select your image and it will appear in your post. You may need to reorder your post. We suggest putting your text first, followed by your image.

4. **To add a video to a post**, click the play button. Paste a link into the URL field. The URL must be a video from YouTube, Vimeo or similar. Click insert and your video will appear. The alumni community can play the video from within Imperial Plexus.

5. **To attach a file to your post**, click the paperclip icon. Choose a file from your computer.

Once you are happy with your post, hit publish.

If you need more help, please contact the Alumni Relations Office at **alumni@imperial.ac.uk** or call **+44 (0)207 594 6138**