

What is news?

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SharePoint news is an out-of-the-box distribution service that gets important content to personal, team, and organizational audiences across SharePoint apps and experiences. Built on modern pages and web parts, you can tell stories with rich, dynamic content.

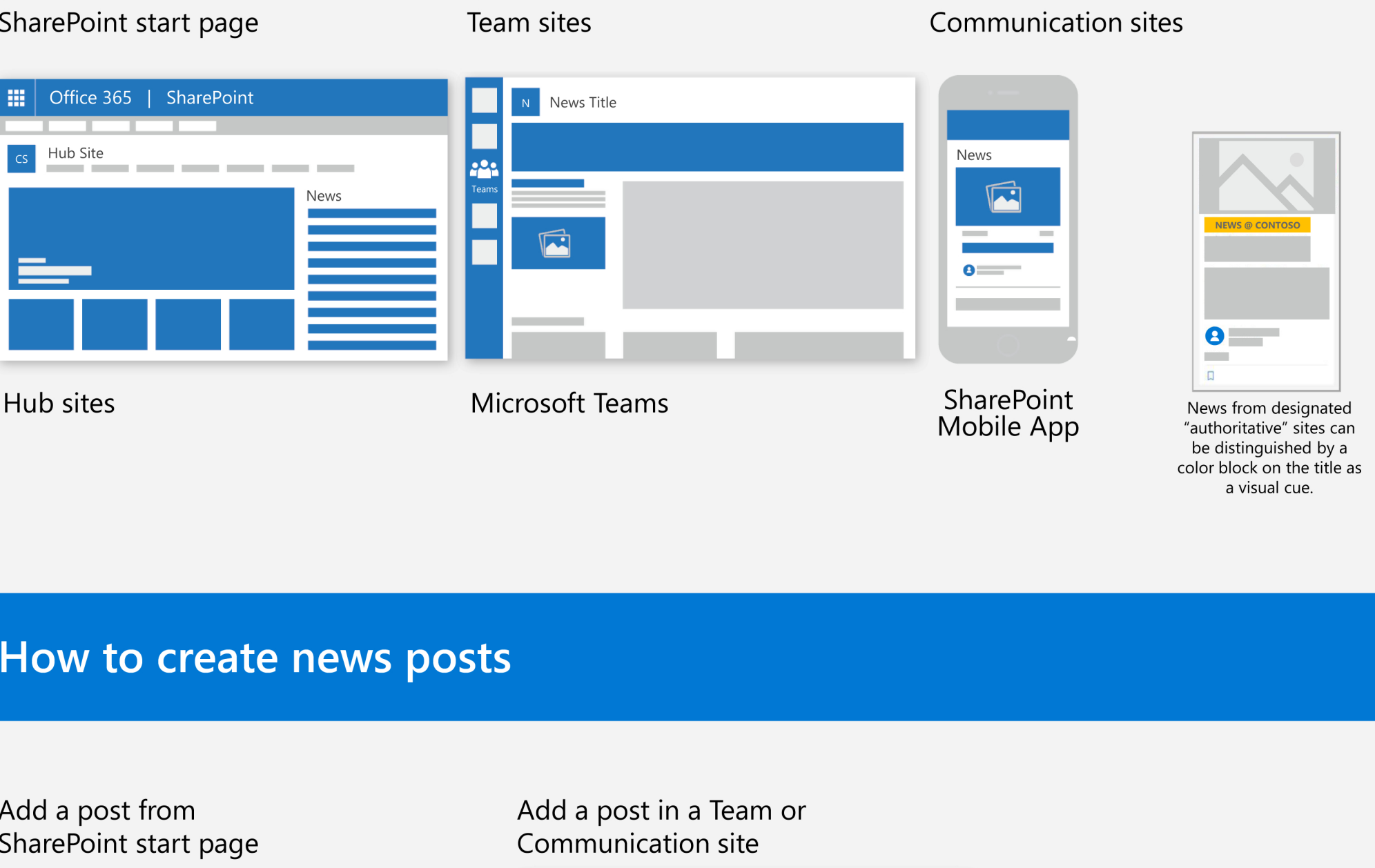
Benefits of news distribution

The benefit of news distribution is enhanced communication and sharing of knowledge throughout your organization. Here are some examples of ways to use news in different departments

- Customer Support**
 - ✓ Enable continuous knowledge sharing
 - ✓ Post guidelines and best practices
 - ✓ Get information to the field quickly
 - ✓ Share customer visit and trip reports
- Finance**
 - ✓ Post earnings release
 - ✓ Share analysis of economic trends and news
 - ✓ Announce budget guidelines
- Human Resources**
 - ✓ Communicate training resources
 - ✓ Announce the latest employee handbook
 - ✓ Share news about people promotions
- Sales**
 - ✓ Share key customers wins
 - ✓ Distribute latest company, product, and competitor news
 - ✓ Highlight best practices
 - ✓ Share templates and reusable assets
- Marketing**
 - ✓ Announce campaigns
 - ✓ Get eyes on the latest events
 - ✓ Promote product launches
- Operations & Project Management**
 - ✓ Provide status updates
 - ✓ Post project results
 - ✓ Highlight efficiencies and time savings
- Engineering**
 - ✓ Share reliability and service metrics
 - ✓ Get automated reports from analytics tools
 - ✓ Post guidelines and best practices

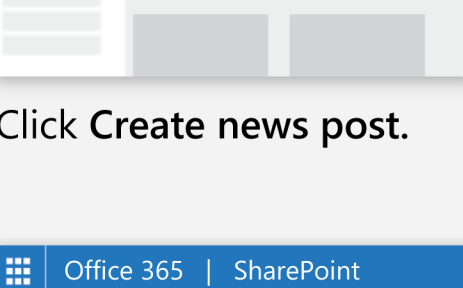
Where news is distributed in SharePoint

News is displayed across SharePoint experiences and apps:



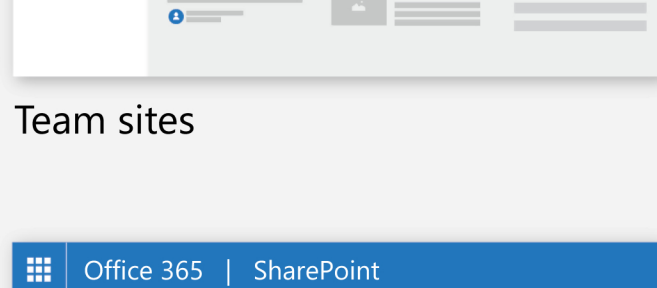
How to create news posts

Add a post from SharePoint start page



Click **Create news post**.

Add a post in a Team or Communication site

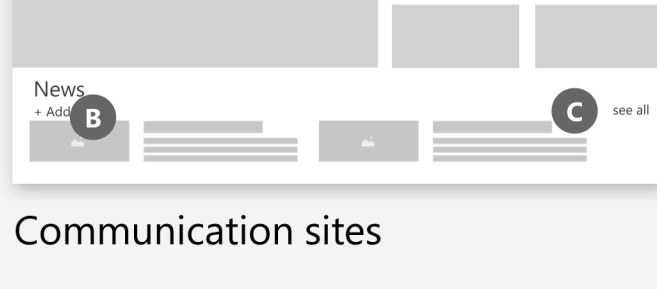


Team sites

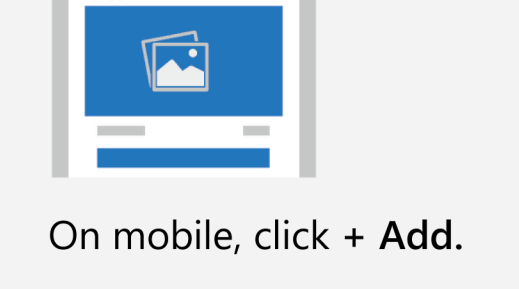
- A** In the top bar, just click **+ New > News post**.
- B** Under the News section header click **+ Add**.
- C** In the news section click the link **See All > Create News post**.



Choose the site where you want to publish your news article.



Communication sites

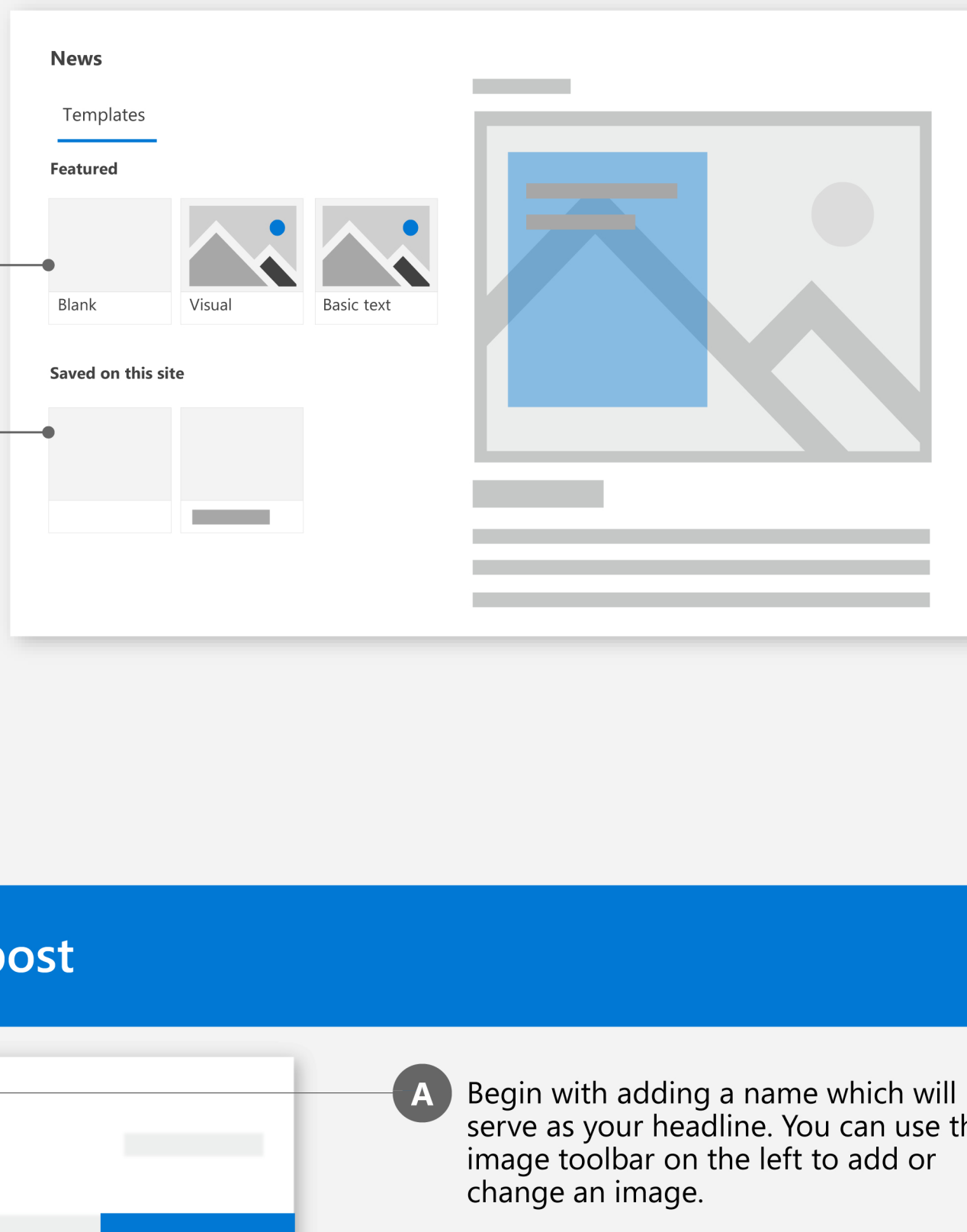


On mobile, click **+ Add**.

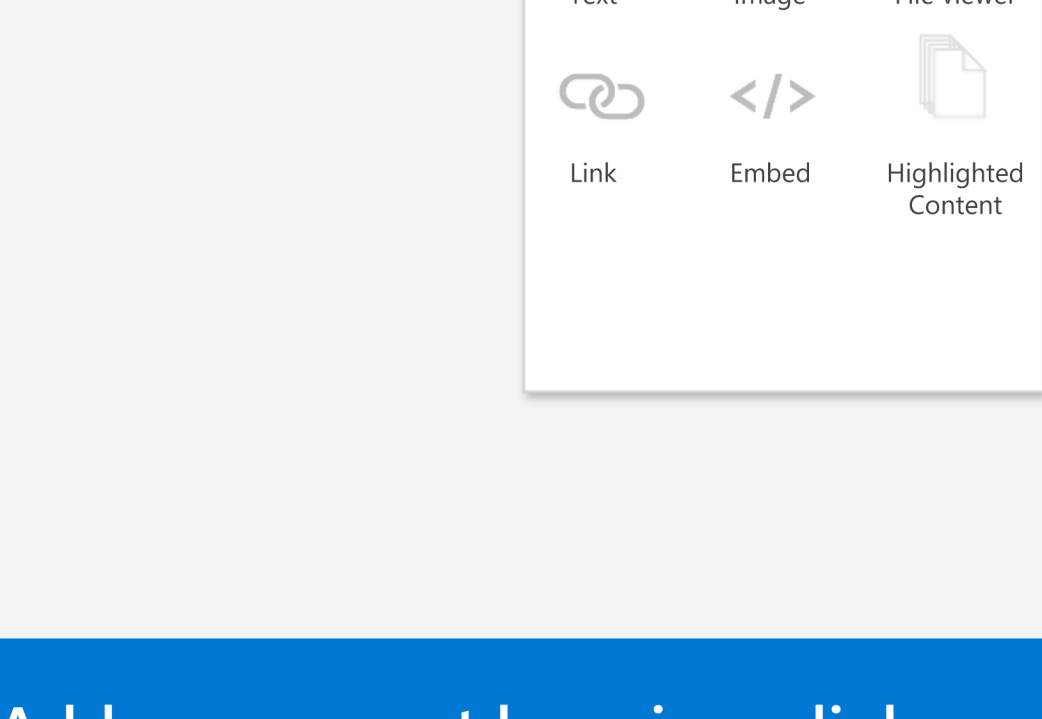
Choose a template for your News post

Choose the template you want to start from. If you want to start a page from scratch, choose **Blank**

You can also save your own custom templates, and they will appear here



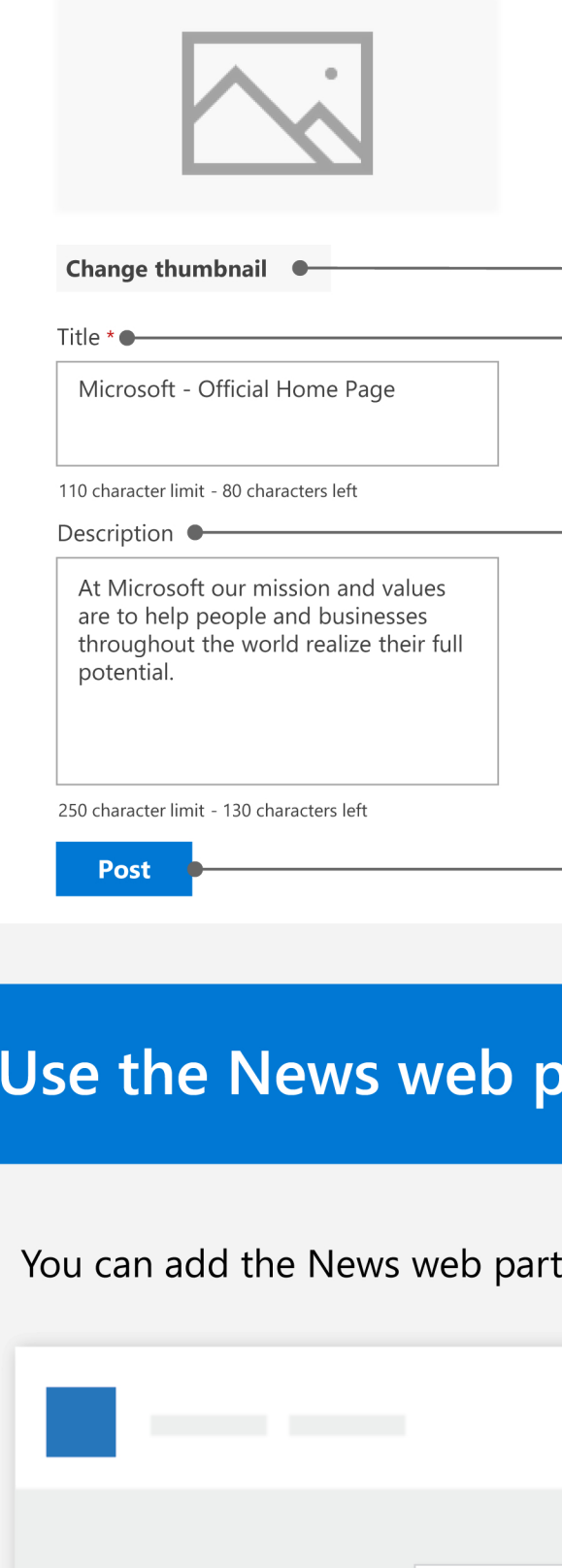
Customize your news post



- A** Begin with adding a name which will serve as your headline. You can use the image toolbar on the left to add or change an image.
- B** Click **+** to add web parts such as text, images, video, and more.
- C** When you are done creating your page, click **Post news** at the top right, and you'll see the story appear in the News section as the most recent story.

Once a news page is edited, the "Post news" button becomes "Update news"

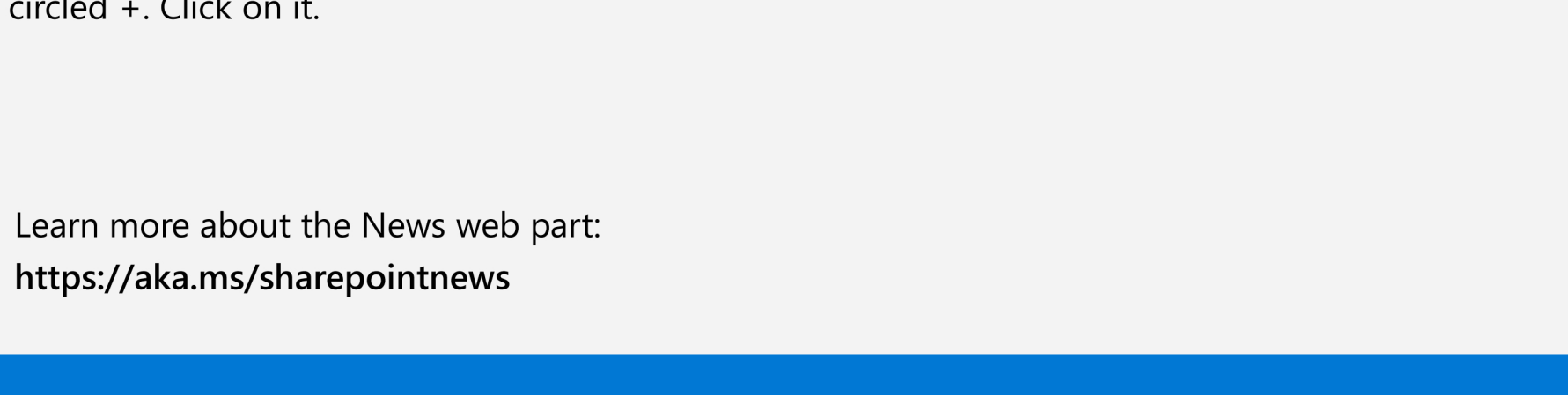
Add a news post by using a link



- A** Go to the site with news where you want to add the post. From the home page, click **+ New** and then click **News link**.
- B** In the **Link** field, paste the web address to an existing news item. If available, a preview image, title, and description from the site will show.
- C** Click **Add thumbnail** or **Change** to add or change an **optional thumbnail image**.
- D** In the **Title** field, add or edit the title that will be shown for the news item on the home page. This is a required field.
- E** Add or edit the description in the **Description** field. This is optional.
- F** Click **Post** to add the link to your news.

Use the News web part on a page

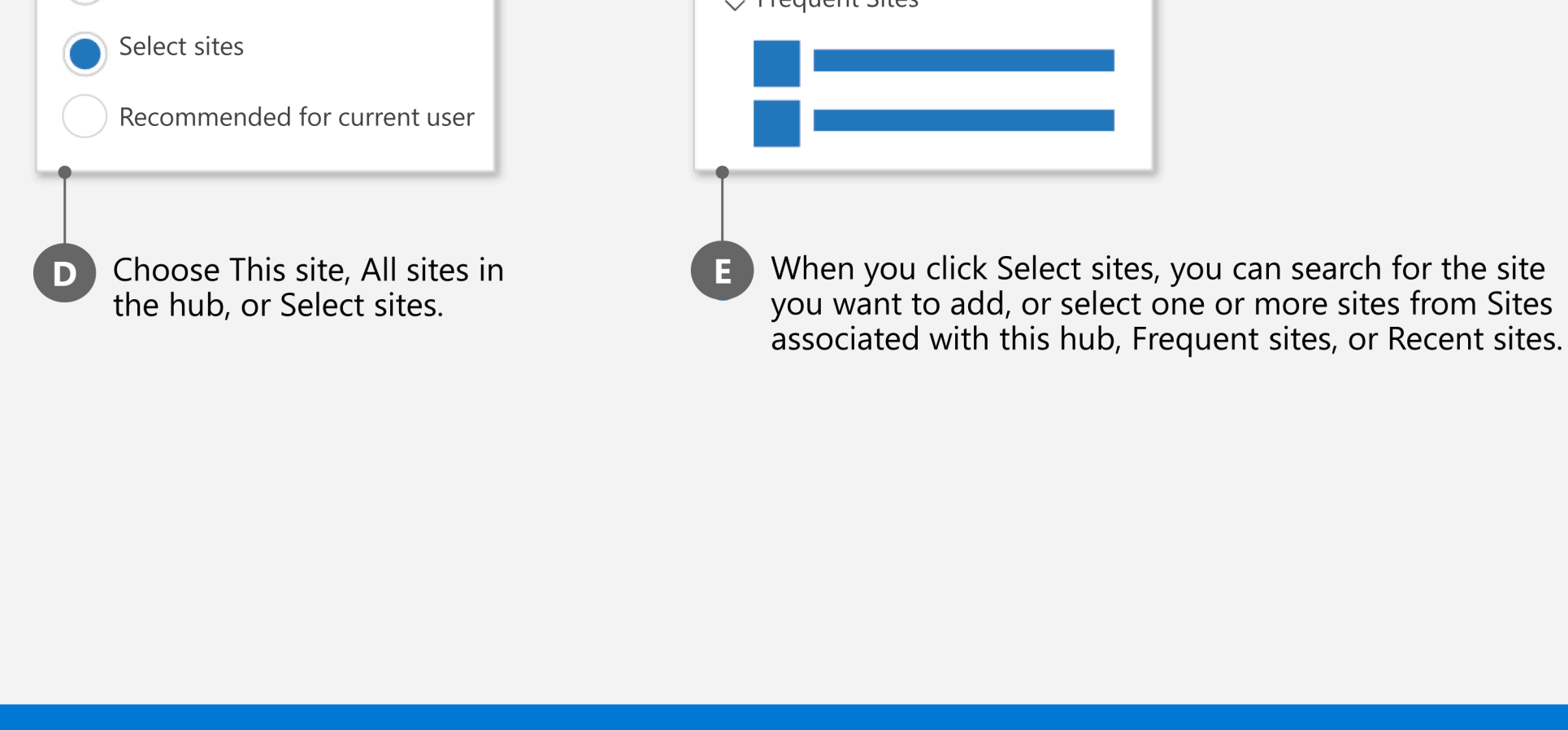
You can add the News web part to any page. Just do this:



Learn more about the News web part: <https://aka.ms/sharepointnews>

Choose the news source

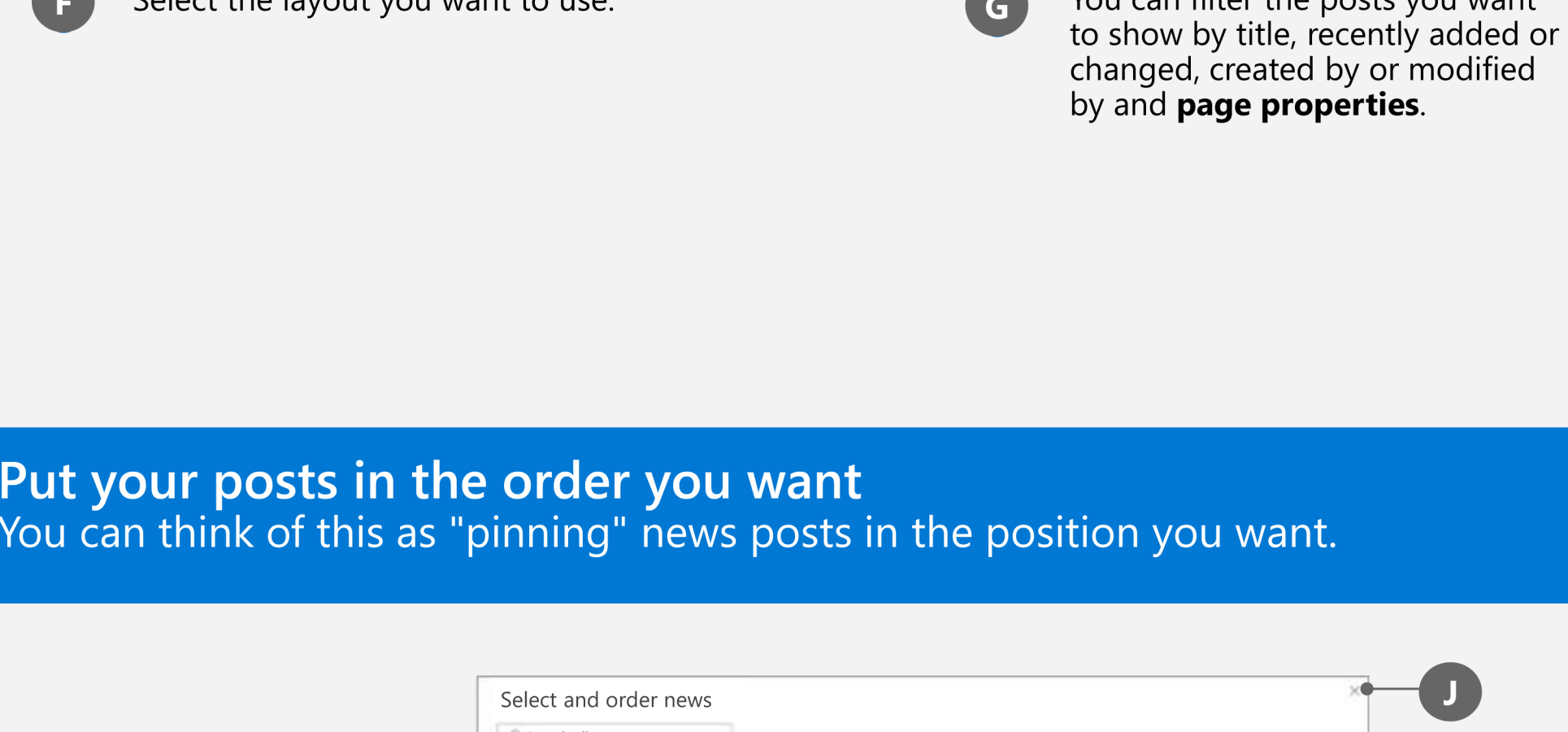
News posts are published to the Pages library of a site. You can select the site from which you want your news posts to come from.



- D** Choose **This site**, **All sites in the hub**, or **Select sites**.
- E** When you click **Select sites**, you can search for the site you want to add, or select one or more sites from **Sites associated with this hub**, **Frequent sites**, or **Recent sites**.

Choose the layout and filter

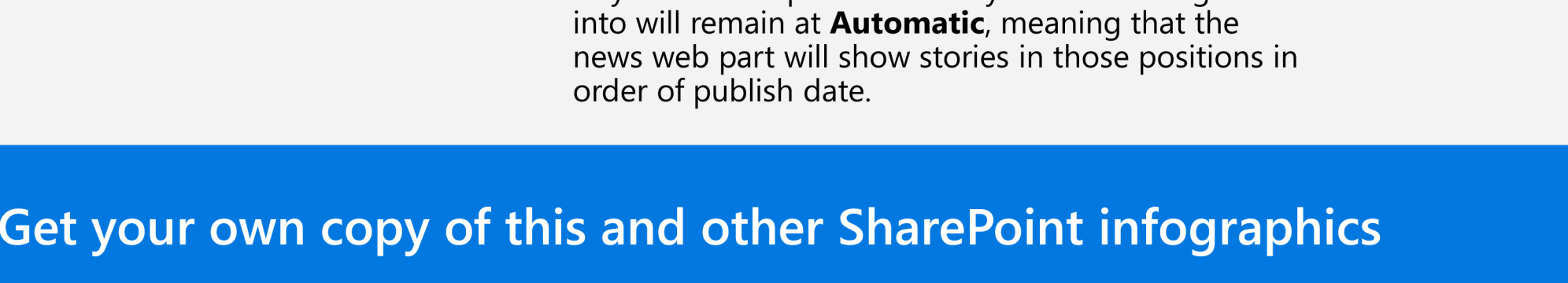
Choose a layout that fits best on your page. You can also filter and sort your news stories to show what's most relevant to your readers.



- F** Select the layout you want to use.
- G** You can filter the posts you want to show by title, recently added or changed, created by or modified by and **page properties**.

Put your posts in the order you want

You can think of this as "pinning" news posts in the position you want.



- H** Under **Organize**, click **Select news to organize**.
- I** In the large pane that displays, drag the recent news stories from the left into the numbered position you want on the right. If you are not seeing the news you want to select, use the search box to find it.
- J** When you are done, click the **X** at the top right to close the pane.